

AELS May 2021 Board Meeting - Day 1

May 19, 2021 9:00 AM - May 19, 2021 5:00 PM AKDT

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State of Alaska
Board of Registration for Architects,
Engineers, and Land Surveyors

MISSION STATEMENT

The board adopts regulations to carry out its mission to protect the public health, safety, and welfare through the regulation of the practice of architecture, engineering, land surveying, and landscape architecture by:

- **ensuring that those entering these practices meet minimum standards of competency, and maintain such standards during their practice;**
- **requiring licensure to practice in the State of Alaska; and**
- **enforcing both the licensure and competency requirements in a fair and uniform manner.**



Alaska Division of Corporations, Business and Professional Licensing

Virtual Meeting Code of Conduct

I understand that by participating in any virtual board meeting or event hosted by the Division of Corporations, Business and professional Licensing, **I am agreeing to the following code of conduct:**

Expected Behavior

- Because CBPL and its boards value a diversity of views and opinions, all board members, invited guests, members of the public, and division staff will be treated with respect.
- Be considerate, respectful, and collaborative with fellow participants.
- Demonstrate understanding that the board is following a business agenda and may reasonably change it to ensure meeting efficiency. Unless invited ahead of time to address the board, the chair may recognize members of the public to speak for a limited time during the public comment period.
- Recognize the chair has the authority to manage the meeting, and staff may intercede to assist, if needed.
- All participants are also subject to the laws applicable in the United States and Alaska.

Unacceptable Behavior

- Harassment, intimidation, stalking or discrimination in any form is considered unacceptable behavior and is prohibited.
- Physical, verbal or non-verbal abuse or threat of violence toward of any board member, invited guest, member of the public, division staff, or any other meeting guest/participant is prohibited.
- Disruption of any CBPL board meeting or hosted online session is prohibited.
- Examples of unacceptable behavior include:
 - Comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, political affiliation;
 - Inappropriate use of nudity and/or sexual images in presentations;
 - Use of music, noise, or background conversations as a disruption. While this may happen briefly or incidentally, prolonged or repeated incidents are prohibited.
 - Shouting, badgering, or continued talking over the speaker who has been recognized by the chair.

Reporting Unacceptable Behavior

If you or anyone else in the meeting is in immediate danger or threat of danger at any time, please contact local law enforcement by calling 911. All other reports should be made to a member of the senior management team.

Consequences

If the director of the division determines that a person has violated any part of this code of conduct, CBPL management in its sole discretion may take any of the following actions:

- Issue a verbal or written warning;
- Expel a participant from the meeting;
- Suspend attendance at a future meeting – both virtual and in-person;
- Prohibit attendance at any future CBPL event – both virtual and in-person;
- Report conduct to an appropriate state entity/organization;
- Report conduct to local law enforcement.

AELS Board
May 19th – 20th, 2021

Board Member	Board Seat	Other Registrations	Term Ends
Elizabeth Johnston (Chair)	Electrical Engineer	Fire Protection	3/1/2025
Jennifer Anderson (Vice Chair)	Civil Engineer	Environmental	3/1/2022
Catherine Fritz (Secretary)	Architect		3/1/2024
Bob Bell	Land Surveyor	Civil	3/1/2024
Jeff Garness	Other Discipline	Environmental/Civil	3/1/2024
Loren Leman	Civil Engineer		3/1/2024
Ed Leonetti	Landscape Architect		3/1/2025
Bruce Magyar	Public Member		3/1/2022
Jake Maxwell	Land Surveyor		3/1/2025
Randall Rozier	Architect		3/1/2025
Fred Wallis	Mining & Mineral Processing Engineer		3/1/2024



ALASKA STATE BOARD OF REGISTRATION FOR
ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
TENTATIVE AGENDA

MAY 19, 2021 (DAY 1)

Zoom: <https://zoom.us/j/93342382841>

Teleconference: 253 215 8782

Meeting ID: 933 4238 2841

Meeting Details

Meeting Start Time: 9:00 a.m.

Meeting Start Date: 5/19/2021

Meeting End Time: 5:00 p.m.

Meeting End Date: 5/20/2021

Meeting Location: Robert Atwood Building, Anchorage – Conf. Rm 106

Agenda

- I. 9:00 am - Call to Order/Roll Call
- II. 9:02 am - Mission Statement
- III. 9:03 am - Virtual Meeting Code of Conduct
- IV. 9:05 am - Board Member Introductions
- V. 9:15 am - Review/Amend/Approve Agenda
- VI. 9:20 am - Review/Approve Minutes from February 17-18, 2021 Board Meeting
- VII. 9:22 am - Review/Approve Minutes from April 14, 2021 Board Meeting HB61
- VIII. 9:25 am - Ethics Reporting

Board Members:

Elizabeth Johnston
*Electrical/Mechanical
(Chair)*

Jennifer Anderson
*Civil Engineer
(Vice Chair)*

Catherine Fritz
Architect (Secretary)

Robert (Bob) Bell
Land Surveyor

Jeffrey Garness
*Civil/Environmental
Engineer*

Loren Leman
Civil Engineer

Edward Leonetti
Landscape Architect

Bruce Magyar
Public Member

Jake Maxwell
Land Surveyor

Randall Rozier
Architect

Fred Wallis
Mining Engineer

Board Staff:

Vacant
*Executive
Administrator*

Sara Neal
Licensing Examiner

**Upcoming
Meetings:**

August 2021
November 2021
February 2022

- IX. 9:30 am - Board Orientation
- X. 10:30 am - Break
- XI. 10:40 am - Investigative Report
 - A. Probation Report
- XII. 11:30 am - Executive Session
- XIII. 12:30 pm - Lunch
- XIV. 1:30 pm - Reconvene/Roll Call
- XV. 1:40 pm - Division Update
 - A. FY21 3rd Quarter AEL
 - B. Update on EA Search
 - C. Annual Report
- XVI. 2:30 pm - Break
- XVII. 2:40 pm - Licensing Examiner's Report
- XVIII. 2:45 pm - Application Review
- XIX. 5:00 pm - Recess for the Day



ALASKA STATE BOARD OF REGISTRATION FOR
ARCHITECTS, ENGINEERS, AND LAND SURVEYORS
TENTATIVE AGENDA

MAY 20, 2021 (DAY 2)

Board Members:

Elizabeth Johnston
*Electrical/Mechanical
(Chair)*

Jennifer Anderson
*Civil Engineer
(Vice Chair)*

Catherine Fritz
Architect (Secretary)

Robert (Bob) Bell
Land Surveyor

Jeffrey Garness
*Civil/Environmental
Engineer*

Loren Leman
Civil Engineer

Edward Leonetti
Landscape Architect

Bruce Magyar
Public Member

Jake Maxwell
Land Surveyor

Randall Rozier
Architect

Fred Wallis
Mining Engineer

Zoom: <https://zoom.us/j/92283911027>

Teleconference: 253 215 8782

Meeting ID: 922 8391 1027

Meeting Details

Meeting Start Time: 9:00 a.m.

Meeting Start Date: 5/19/2021

Meeting End Time: 5:00 p.m.

Meeting End Date: 5/20/2021

Meeting Location: Robert Atwood Building, Anchorage – Conf. Rm 106

Agenda

- I. 9:00 am - Reconvene Meeting/Roll Call
- II. 9:05 am - Application Review
- III. 11:00 am - Public Comment
- IV. 11:30 am - Old Business
- V. 11:45 am - New Business
- VI. 12 pm - Lunch
- VII. 1:00 pm - Reconvene/Roll Call
- VIII. 1:05 pm - Review AELS Action Items List

- IX. 1:15 pm - Breakout Committee Meetings
 - Meet as a group and then come back to the group with one or more motions or proposed actions to move the topic forward.
 - A. Breakout Group #1 - Military spousal licensure (Leman, Johnston, Bell, Magyar)
 - B. Breakout Group #2 - Outreach (Rozier, Garness, Leonetti, Maxwell)
 - C. Breakout Group #3 - Annual Report (Fritz, Anderson, Wallis)
- X. 2:05 pm - Committee Updates
 - A. Investigative Advisory Committee - (All)
 - B. Outreach Committee - (TBD)
 - 1. Outreach projects
 - a. Architecture (Fritz/Rozier)
 - b. Engineering (Anderson, Garness, Leman, Wallis, Johnston)
 - c. Landscape Architecture - (Leonetti)
 - d. Land Surveyors - (Bell, Maxwell)
 - C. Continuing Education - (Johnston, Bell, Garness)
 - 1. Revised CEU forms for approval - (Johnston)
 - D. Legislative Liaison Committee - (Bell, Fritz, Garness, Leman, Magyar, Leonetti)
 - 1. HB61 update - (Fritz)
 - 2. Military spousal licensure - (Johnston, Leman)
 - E. Licensure Mobility Committee - (Johnston, Leman)
 - 1. Draft regulation to accept NCEES application files
 - 2. Identify statute and regulation changes that are necessary to empower staff to perform some level of application review
 - F. Guidance Manual Committee - (Rozier, Maxwell, Leonetti)
 - G. Emeritus Status Committee - (Wallis)
 - H. Planning and Implementation Committee - (Fritz, Leonetti)
- XI. 3:00 pm - Break

Board Staff:

Vacant
*Executive
Administrator*

Sara Neal
Licensing Examiner

**Upcoming
Meetings:**

August 2021
November 2021
February 2022

- XII. 3:15 pm - Correspondence Sent
 - A. ADEC Esign
 - B. Glashan – Dewatering Systems
 - C. NTSB – 2nd Letter
 - D. Schumacher – PE Exam Eligibility
 - E. Randlett – Foundations
 - F. UA Graduate Letter - Outreach
- XIII. 3:30 pm - Outreach Reports
- XIV. 3:40 pm - National Organization Updates
 - A. NCEES
 - B. NCARB
 - C. CLARB
- XV. 4:00 pm SE Regulation - 12 AAC 36.105 (h)
- XVI. 4:30 pm - 2021 Board Meeting Dates
 - A. August board meeting - conflict with NCEES PE registration
- XVII. 4:40 pm - Read Applications Into the Record
- XVIII. 4:50 pm - Board Member Comments
- XIX. 5:00 pm - Adjourn Meeting

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND LAND
SURVEYORS

MINUTES OF THE MEETING
February 17-18, 2021

These are DRAFT minutes prepared by staff of the Division of Corporations, Business and Professional Licensing. They have not been reviewed or approved by the Board.

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Registration for Architects, Engineers and Land Surveyors was held virtually on February 17-18, 2021.

1. Call to Order/Roll Call

The meeting was called to order at 9:04 a.m.

Board members present, constituting a quorum:

Jennifer Anderson, PE, Civil Engineer, Environmental Engineer

Robert (Bob) Bell, PS, Land Surveyor, Civil Engineer

Catherine Fritz, Architect

Jeffrey Garness, PE Civil Engineer, Environmental Engineer

Elizabeth Johnston, PE, Electrical Engineer, Fire Protection Engineer (Vice Chair- joined at 9:07)

John Kerr, PS, Land Surveyor (Chair)

Jeff Koonce, Architect

Loren Leman, PE, Civil Engineer

Bruce Magyar, Public Member

Luanne Urfer, PLA, Landscape Architect

Fred Wallis, PE, Mining Engineer

Attending from the Division of Corporations, Business, and Professional Licensing were:

Rebecca Powers, Executive Administrator

Sara Neal, Licensing Examiner

Jared Famularo, Investigator III

Melissa Dumas, Administrative Officer

Sara Chambers, Division Director

2. Mission Statement

The Chair, John Kerr, read the Board's mission statement into the record:

The Board adopts regulations to carry out its mission to protect the public health, safety, and welfare through the regulation of the practice of architecture, engineering, land surveying and landscape architecture by

- *Ensuring that those entering these practices meet minimum standards of competency, and maintain such standards during their practice;*
- *Requiring licensure to practice in the State of Alaska;*
- *Enforcing both the licensure and competency requirements in a fair and uniform manner.*

3. Virtual Meeting Code of Conduct

The Chair reminded the board to be courteous and thanked everyone for always working well together.

4. Review/Amend/Approve Agenda

Leman would like to amend the day two agenda. He requested to be let out for lunch early so the board can watch the historic MARS Perseverance Rover landing.

On a Motion duly made by Loren Leman, seconded by Catherine Fritz and approved unanimously, it was RESOLVED to approve the agenda with the amendment.

5. Board Member Introductions

The board members introduced themselves to the new public member, Bruce Magyar, who then introduced himself to the Board.

6. Ethics Reporting

Fritz had a few meetings with the Alaska AIA chapter who oppose the interior design bill – HB61. Fritz is attending the meetings as an architect, not as a board member, and providing information to AIA members, including inviting them to attend the discussion concerning HB61 if they are interested. Bell met with Barbara Cash, who is advocating for HB61, as an individual, not as a representative of the board. Bell listened to her concerns and thanked her for the information. Garness asked for clarification as to what should be disclosed during ethics reporting. Johnston suggested reading AS 39.52.10 and stated that if financial interest is involved, or any possible representation of the board, it should be reported.

7. Board Elections

Kerr asked for nominations for the upcoming chair, vice-chair, and secretary vacancies, whose terms will start at the beginning of the next meeting. Fritz nominated Anderson for secretary. Koonce nominated Johnston for chair. Fritz nominated herself for vice-chair.

On a Motion duly made by Jeff Koonce, seconded by Luanne Urfer and approved unanimously, it was RESOLVED to elect Johnston as chair, Fritz as vice-chair, and Anderson as secretary.

8. Licensing Examiner's Report

Sara Neal gave the examiner's report noting that the renewal numbers have changed since the November 2020 meeting due to incorrect data being pulled from the database. The search criteria has been corrected which changed the numbers by deducting 300 which were the licensees who retired on their renewal forms. The report also shows the results from the October 2020 PE exam results. The AKLS is coming up in April with six applicants registered with several more applicants waiting for approval after being reviewed during this meeting. Kerr asked Neal if there was anything she was finding to be problematic with regards to the applications or renewals. Neal stated that the SE

regulations were still problematic for applicants. Three applicants applied for an SE license with just the SE 16-hour exam. There are also issues with the qualifying degrees for TABLE B – ABET degree in a different discipline requiring 5 years of experience. The board policy needs to be updated for degrees that are considered alternate.

9. Correspondence Received

- a. PE Exam Eligibility – The applicant, Katie Schumacher, is hoping to sit for the October 2021 PE exam and will have over four years of experience by then. Her manager, who is a PE, left the company last October and Schumacher wants to make sure she is on track to have an eligible person supervise and sign off on her experience, as she is still doing engineering work and managing several engineering projects around the site. Schumacher is asking the board to clarify what options she has to stay on track. Kerr stated that there is not enough information in the letter for him to comment on, but Schumacher needs to be aware of the mentor program; however, she cannot back date the mentor. Johnston explained that the statute says responsible charge has to be verified by a professional engineer registered in the United States in the branch of engineering. Kerr does not see where the PE has to be registered in the United States for mentoring. Johnston explained that, 12 AAC 36.063 (j) says to meet the mentoring requirements of this section, and applicant must complete four years of quarterly face-to-face meetings with a professional engineer registered in the United States and registered in the same discipline that the applicant is applying for. **Task:** Johnston will draft a letter.
- b. CE Exemption Request – Benjamin Clark Brown submitted a renewal application in January and is requesting an exemption to the CE requirements. The board has granted exemption requests in the past for extenuating circumstances. Fritz would like there to be a database created of decisions about leniency on continuing education. Neal explained that the only exemption she has a record of happened in February 2020. Fritz asked if the license has been renewed for this registrant. Powers stated that the license has not been renewed. Neal let the board know that a renewal application was submitted with the exemption request, but it was not processed until the board could review the request. Kerr stated that the registrant would need to get in compliance then reinstate his license. Johnston said if the intent is to practice before December 2021, he will need to complete the continuing education that corresponds to that renewal cycle prior to renewing his license. Powers explained that the board would need to make regulation changes in order to allow for exceptions. Fritz would like for a few members to review the expired license category to become clear in what the board has the authority to allow. Garness thinks the board could be flexible on something like this if they have the authority to within statutes and regulations. Kerr said the board needs to be sure they are consistent with their policies as part of the mission statement.
- c. Randlett-Design Limitations – Susan Randlett has a situation where she only has a general report about an old foundation, not the original design or record drawings. Placing new infrastructure on that foundation will require making assumptions without adequate data. Randlett is asking if the statute or regulation speaks to undertaking a design that might fail prematurely. Kerr asked if anyone could give input from an engineering perspective. Fritz said from the architectural perspective, she has a lot of questions. What kind of building are we

talking about? An old foundation of what? The foundation can be verified for structural capacity, depending on the use and what they want to do with it. Fritz thinks a structural engineer would need to investigate and determine if the foundation appears to have enough capacity for the new function. Kerr said it is a matter of does this work require a seal, if so, it is the professional's responsibility. **Task:** Bell will draft a response.

Kerr explained to the board that this section of the meeting is a highlight of things that need to be addressed. There is much more correspondence that comes in and gets dealt with by various board members and staff over time. If there is anything a board member was involved with that is not listed, but it merits discussion with the full board, please bring it up during this time.

10. Public Comment

Murphy Quinn, Roy Robertson, Eva Melancon, and Mark Lockwood were on the line but did not have a comment. Kerr thanked them for joining the meeting today and appreciates seeing people involved.

11. Correspondence Sent

a. Clarke – PE Stamping Requirements

Mike Clarke is unable to locate a definition that determines which specific drawings need to have a PE stamp. Kerr responded to Clarke and stated that the board does not define documents requiring stamping, but to err on the side of stamping.

b. Glashan – Practice Question

Stafford Glashan wants to know if the Board has an opinion on whether the design of construction dewatering is considered engineering. Garness stated that he does not have significant expertise in the area, but he did conduct brief research on some of the failures that are associated with the dewatering applications and impact on adjacent structures or temporary retaining walls for structures. Garness suggests erring on the side of what is engineering versus non-engineering. Anderson reviewed the letter and is hesitant to make a blanket statement that all dewatering systems need to be designed or stamped by an engineer specifically. Bell stated that if the water systems goal is to get water away from a lawn so it would not die, that is not an issue. However, if the goal is to get water away from the foundation of a building, which could cause it to fail, then it should be. Bell suggests the Board does not have enough information to make the determination. **Task:** Anderson will draft a response.

12. Investigative Report

The new board investigator, Jared Famularo, introduced himself. Famularo stated that he was recently transferred the case files and he is in the process of figuring out where they all stand. Leman told Famularo that he received his request to review a file and will respond this week. Magyar asked what type of screening is done on the applicants and files. Famularo said he has a system he uses for background checks, which will show any civil lawsuits, bankruptcies, and court filings that have been finalized. If there are questions about events in other states, we can reach out to those board investigators to request more information. Kerr stated that NCARB, NCEES, and CLARB often have an investigative component to the organization, whether it is a database of information about other licensees or information on tactics for investigations. There are currently nineteen open cases. Not all of them are currently Famularo's active cases, because of them of them are just getting finished or are being worked on by the investigator that worked on cases after Investigator Gill left the division. There

are not a long of changes since the last board meeting, but they were able to close ten cases. Fritz asked why there was a category of specialty contractor when it is not a profession the board regulates. Famularo explained the issue is actually engineering, as the contractor was performing engineering duties as a contractor. The Chief Investigator decided it would be best to have the Board review that case to determine if it was actually an engineering issue instead of a contracting issue. Fritz asked if all of the audits are reported, and Famularo stated that they are only referred to Investigations if the Paralegal determines there was a violation. Leman has a few cases that were referred to him and he feels like the investigator could have worked on the less had they been reviewed by board members sooner. He would like to begin communication a little earlier to make everyone's job easier and invest less time into those cases. Kerr agrees the need for early communication with board members to help investigations stay focused on issues that have merit or potential is critical. Kerr also encourages Famularo to communicate with the board any trends that he may see if types of complaints. Kerr thanked Famularo and encouraged him to participate in the board meetings as much as he can to get an idea of who everyone is and the types of issues the board is working on.

13. Division Update

Melissa Dumas, Administrative Officer, joined the meeting to give the division update. Dumas presented the FY21 second quarter board report. Kerr asked what is considered a healthy but not excessive surplus to carry. Dumas stated that the legislature mandates that the board is supposed to maintain expenditures and revenue as equal, but because the board reviews on a biennium, it would be pretty impossible and the fees would have to change constantly to maintain that mandate. Dumas gave a quick review of general interest legislation that affects professional licensing, which could in turn affect the board **Lunch at 12:10.**

14. Application Review

The board began reviewing applications for registration.

15. HB61 Discussion with Representative Claman

Representative Matt Claman, House District 21 (West Anchorage), joined the meeting to discuss HB61. Interior designers in Anchorage approached Representative Claman expressing their interest in moving forward with the proposal that will make them a licensed profession. Prior to the meeting, the board presented Representative Claman with a list of questions and talking points (bold), which he proceeded to address (italics).

1. Why is this legislation needed? What is the current HSW hazard/harm that makes the licensing of Interior Designers necessary?

I think it's just a part of becoming a more complicated world in terms of what are the right kind of coatings, what are the right kind of materials, just a lot of fire safety, energy codes, space planning, the kinds of things that interior designers tend to do more frequently than architects and because they're doing it more, they just tend to have more experience. I think some of that is driven by client needs. The architects tend to charge more per hour than the interior designers so a lot of the clients are actually interested in having some of that work performed by interior designers. As the buildings get larger, it becomes more important to have licensing in place.

2. Only two other states (Louisiana and Nevada) and the District of Columbia have Interior Design practice acts. We actually went and looked through a number of other states that have different levels of regulation of interior design and there are 27-28 states that have some

form of regulation, so it's just not one or two states from our perspective. What we tried to do is take an approach that was really consistent with how Alaska regulates other industries and rather than say, "They do it this way in Virginia or California," we actually wanted to tailor this to the practice in Alaska and make it so that it was creating the registration while not over-regulating the practice and providing standards.

3. Concerns about impacts to the AELS Board.

a) Sec. 5, AS 08.48.011 (b) in HB 61 is amended to add two additional members to the AELS Board. Please discuss your suggested revision to the engineering disciplines' board make-up. *The current language states the board should be comprised of either a mechanical engineer or an electrical engineer. Under the current version, we're proposing one mechanical engineer and one electrical engineer. The goal was to make sure both disciplines were included on the board. The second additional person would be a commercial interior designer. Rather than have the commercial interior designers regulated by its own independent board, we think it is important to have the regulation be by the kinds of professionals that would be working with commercial interior designers.*

b) The current workload of the AELS Board and its staff is significant. Please discuss how you envision the added responsibilities (administration, enforcement, increased Board member size, etc.) of a newly registered discipline to be addressed. *The goal would be that the fees associated with registration would cover the additional costs associated with having more folks regulated by the board.*

c) What is your anticipated schedule for HB 61? *For everything we introduce in a legislative session, our goal is to get it finished in this in this particular session, which is a two-year session. Of course, the realities of COVID-19 and budget challenges, whether we actually get it finished in two years, that remains to be seen, but I would I would certainly say right now, the lack of an emergency declaration for the COVID issues is a real concern.*

4. The AELS Board has not discussed the proposed bill. However, our Legislative Committee Chair, Catherine Fritz (architect) has completed an initial review and raises the following concerns/issues of the current draft of HB61:

a) The use of the term, "Commercial." Merriam-webster.com defines commercial as:

"1. a. (1) occupied with or engaged in commerce or work intended for commerce

(2): of or relating to commerce

(3): characteristic of commerce

(4): suitable, adequate, or prepared for commerce

b) (1): being of an average or inferior quality

(2): producing artistic work of low standards for quick market success

2. a. viewed with regard to profit

b. designed for a large market

3. emphasizing skills and subjects useful in business

4. supported by advertisers"

Please explain the use of the work “Commercial” in HB 61, and why you believe it is important to distinguish commercial from non-commercial aspects of Interior Design practice, especially as it relates to HSW of the public? Non-commercial typically includes government agencies and non-profits, is it the intent of the bill to exclude the activities of these entities from the proposed Interior Design practice? *We looked back at other uses to come up with a definition. We are not totally wedded to the term commercial. We are trying to come up with a definition that reflects more typically commercial uses and non-residential uses so the scope of practice and folks that are practicing in that area where they have to register falls in that category. I recognize that almost any definition can be subject to some criticism and certainly if there's suggestions of something different we're certainly very open to those kinds of suggestions.*

b) Regarding proposed change Sec. 12. AS 08.48.201 (a), why are architects identified as references for interior designers? If Interior Design is a distinct profession from architecture, then architects would not be an appropriate discipline to provide references any more than other disciplines are allowed to do so. *The reason we have architects being allowed to make the recommendations, as well as interior designers, is that it is common to have more architects in an architecture firm than interior designers and if we actually want somebody that has worked with the interior designer to provide a reference, having that person who has worked with them will do a better job of giving the board that sound reference than somebody who has not actually worked with them.*

c) Regarding proposed change Sec. 24. AS 08.48.281, Is there any aspect of Interior Design practice that is not already part of the scope of practice of architecture? *I think, as a technical matter it's all included in architecture, but as a practice matter I think there's a lot of areas that interior designers work on that architects frequently are not as involved with particularly in some of the more detailed areas of what they're working on – some of the space planning, some of the coatings, different things that typically get done by interior designers.*

d) Regarding proposed change Sec. 29. AS 08.48.331 (a), item (8), Why is the new text necessary (this is not stated for any of the other registered disciplines)? This section is written as exceptions, so does this section mean that even if the scope of work to be done does not affect HSW, a registered Interior Designer must be hired? *The language in subsection eight are areas where the chapter does not apply, so this is where we get into the legislative drafting that is kind of dealing with double negatives. The reason to have the commercial interior design services listed is to make sure they are not exempted.*

e) Regarding proposed change Sec. 29. AS 08.48.331 (a), item (15), This section indicates that a person planning, designing, and implementing kitchen and bath projects are exempt from the chapter for some types of buildings (person's own use as a singlefamily residence, and residential buildings not more than four families or two families that are more than three stories high). Why are these specific exemptions identified while other types of buildings in this section (farm buildings,

private noncommercial garages and workshops less than 2,000 sf) are not called out in the section? More generally, why is this item needed since the exemptions are already stated? The way I understand it, many people that specifically do kitchen and bath only work and there was an interest in talking with folks that specifically wanted to be exempted. These were primarily residential design folks because the larger commercial buildings are typically not going to get kitchens put into them.

f) Regarding proposed change Sec. 29. AS 08.48.341, item (24), there are terms used in subsection (A) that are not clear and/or relevant to the HSW mission of the AELS Board. For example, the terms analysis, enhancing, and administration are not used in the definition of other registered professions (items 12, 13, 14, and 15 of this section) and not understood as being applicable to HSW of the public. The phrase “nonstructural interior construction” is used in this section without definition. The definitions of structural and nonstructural are actual areas that there is a definition of Structural, nonstructural, and nonbearing that's provided in subsection 26 in section 32 of the bill, and as 08.48.341, so there actually is a definition of nonstructural and nonbearing. A lot of the questions relation to sections A, B, C, D, and E of Section 24 and Section 32 are related to industry terms that are used with frequency and they are well-known and understood by practitioners. The language many need further clarification or there may be some better choice of words. We are very receptive to suggestions and requests, because our interest is to make this a regulation that is relatively easy for the board to apply and does not create problems in the board doing its work.

5. What else would you like the AELS Board to know about this proposed bill and why it is important to you? I think the main thing is that we see this as a business friendly and consumer friendly bill that is seeking to improve health, safety, and welfare work done by design professionals.

16. Application Review

The board continued reviewing applications for registration.

Recess for the Day

17. Reconvene Meeting/Roll Call

The meeting was called to order at 9:10 a.m.

Board members present, constituting a quorum:

Jennifer Anderson, PE, Civil Engineer, Environmental Engineer

Robert (Bob) Bell, PS, Land Surveyor, Civil Engineer

Catherine Fritz, Architect

Jeffrey Garness, PE Civil Engineer, Environmental Engineer

Elizabeth Johnston, PE, Electrical Engineer, Fire Protection Engineer (Vice Chair)

John Kerr, PS, Land Surveyor (Chair)

Jeff Koonce, Architect

Loren Leman, PE, Civil Engineer

Bruce Magyar, Public Member

Luanne Urfer, PLA, Landscape Architect
Fred Wallis, PE, Mining Engineer
Jake Maxwell, Land Surveyor

Attending from the Division of Corporations, Business, and Professional Licensing were:
Rebecca Powers, Executive Administrator
Sara Neal, Licensing Examiner
Sara Chambers, Division
Director

18. Review/Approve Updated Agenda

Powers updated the board on the last-minute changes made to the day two agenda.

On a Motion duly made by Catherine Fritz, seconded by Jeff Garness and approved unanimously, it was RESOLVED to approve the amended agenda.

19. Review/Approve November 12-13, 2020 Minutes

Garness noted two minor errors that need to be corrected. Leman found a few small edits that need to be made, but it is just a few spelling and word misuse errors that do not affect the outcome. Leman will email those changes to Powers after the meeting.

On a Motion duly made by Catherine Fritz, seconded by Bruce Magyar and approved unanimously, it was RESOLVED to approve the November 12-13, 2020 minutes.

21. Application Review – Special Requests

The board reviewed applications of special consideration.

On a Motion duly made by Elizabeth Johnston, seconded by Loren Leman and approved unanimously, it was RESOLVED to credit Matthew Blake with nine months of professional experience that was gained before he started school and that did not overlap with his education towards his requirements for sitting for the civil engineering exam, and that his application be considered conditionally approved pending receipt of verification of passage of PE exam.

22. Old Business

a. NTSB Safety Recommendations

There was a gas explosion in Massachusetts that killed a number of people. The gas company was under industrial exemption and the National Transportation Safety Board would like to make sure states are not exempting this type of work that needs to be prepared by a licensed professional engineer and co-signed on plans. The board wrote a letter to the governor after discussion in August 2019. At that time, the board agreed that the exemption was not appropriate. Maynard drafted a letter and sent it to the governor, handing the issue over to public policy of the legislature and to the Governor. Bell stated that he does not agree with the extension and lobbied hard, but the exemption was put back in at the encouragement of Representative Joe Green, an engineer who worked in the industry and was the advocate at the time – approximately 1990-1994. Leman thinks there is a place for an industrial exemption, but he also agrees that it should be limited, and there are times when it should not exist and this may be one. Fritz suggested this issue be assigned to the legislative committee.

23. National Organization Reports and Updates

a. CLARB

Urfer let the board know that CLARB cancelled their annual meeting in New York City, which should have been the 50th anniversary meeting. The meeting has been relocated to Phoenix. CLARB has been focusing on diversity/equity/inclusion. During the virtual meeting, Urfer found it interesting that CLARB tried doing online proctoring for exams in British Columbia. They found there was no increase in cheating and they did not lose any content from the exam. Everybody who took it thought it worked out really well. About 40% of the actual number of applicants that were being tested chose to be proctored online. CLARB is looking at regulation reform. They have been doing a proactive approach and it has been pretty positive. They are trying to find a uniform standard for both education and their application, which will likely impact the Board.

b. NCARB

Fritz stated that NCARB is getting ready for the next annual meeting in June, which will be a hybrid, meaning some people will be allowed to attend in person while others will attend virtually. Fritz has been very active in the examination committee and they rolled out the remote proctored exam in November. About 20% of the overall applicants chose the remote proxy during which they took the exam in their home and did not have to travel to a test center. There was a very high level of security and restrictive conditions that had to be approved to be able to take the exam in a remote setting, but so far, the outlook is very positive. It will really open up possibilities for places like Alaska with diverse locations of potential applicants. On the regional level, there will be a virtual conference in March. Fritz stated that they are actively implementing the strategic plan, which gives her personal satisfaction. She is also running for the position of Secretary on the board at the regional level.

c. NCEES

Johnston informed the board that the issue with the testing center issue with Fairbanks not being able to offer the PE exams through Pearson Vue has been resolved, which is excellent for our state. They can do both paper and computerized testing, but they have a limited number of seats, which brings our state up to thirteen seats. For electronic testing, the seats will be in high demand. The current recommendation is to schedule your exam four to six months before you want to take it. The Western Zone meeting will be virtual on May 13.

On a motion duly made by John Kerr, seconded by Elizabeth Johnston and passed unanimously, it was RESOLVED to appoint Jennifer Anderson as the voting delegate at the May 13 Western Zone meeting.

24. New Business

The board has expressed interest in increasing the pay range of the executive administrator, which will be discussed with Director Chambers after lunch. Johnston would like to create a board orientation video that new board members can watch on their own time.

Lunch at 11:30

25. New Business with Director Chambers

Director Chambers joined the meeting to discuss the process to add or share new staff, as well as the process for changing the salary for the executive administrator. She knows that AELS staff is very busy, but they are not behind and there has not been discussion that they are in need of a full additional staff member. Sharing staff is easier to do; however, the division currently had seven vacant examiner positions, so there is not extra staff to currently pull for additional help. Director Chambers explained the processes the division has to follow in order to hire staff, add new positions, and increase salaries. Commissioner Anderson is very concerned about the Division being able to meet our customer service needs with the staff that we have and she has provided a lot of tools to help. Johnston stated the board is thinking about streamlining and reducing time to licensure. One of the mechanisms and processes within the board to facilitate those goals would be to delegate some of the approval of applications to staff, which would increase their workload. Johnston would also like to see a monthly newsletter sent out to licensees, as well as board reports that summarized in layman's terms what the board did. Fritz asked what the plan is for projecting travel. Director Chambers explained that there is a status quo budget and the allocations have remained the same. However, just because there is a budget for travel does not believe there will be travel. It just means if there is travel, the legislature, or the Governor, has already allocated that amount. Magyar asked if there has been any cooperation with the universities, where the students may want to come in and work as a student to help them develop skills. Director Chambers stated there is the ability to set up an intern position, but they are usually more for engineering types of jobs rather than clerical. Johnston asked if there was something that can be done to increase the salary of the executive administrator. She also would like to know if current staff can be moved into an acting capacity while the division is recruiting for a new executive administrator. Director Chambers explained that not all executive administrator positions are created equal, and some are higher pay ranges due to the complexities and job requirements that come with their programs. In order to increase the pay range, there would need to be a class study and evaluate whether this position needs to be paid more, which takes time. Fritz expressed her interest in using surplus funds to have a database created so the board can easily access prior decisions. Director Chambers expressed interest in forming a workgroup to discuss the issues and make sure everyone is aligned on different pathways forward. The group will consist of Fritz, Johnston, and Magyar.

26. Regulations

The board discussed the following additions to the regulations package:

12 AAC 36.066. VERIFICATION OF LAND SURVEYOR WORK EXPERIENCE. (a) In support of an application for examination or registration as a land surveyor, an applicant shall arrange for verification of the work experience ~~required for eligibility for the fundamentals of land surveying examination and as~~ required in 12 AAC 36.065 to be submitted to the board. Verification of work experience must be on a form prescribed by the board and must be completed and submitted directly to the board by the licensed employer who is verifying the applicant's experience.

John Kerr submits the proposed regulation change:

Since the board no longer has any eligibility requirements for the FE Exam (12 AAC 36.062 repealed 5/2017) – EVERYBODY is eligible for the FE right now. Since 5/2017 there was no bar

to clear and if challenged it's unlikely that the Board could assert those requirements prior to 5/2017.

That regulation needs to be revised to read:

12 AAC 36.063. ENGINEERING EDUCATION AND WORK EXPERIENCE REQUIREMENTS

(2) responsible charge experience or successful completion of four years of responsible charge obtained

within a mentoring system ~~will be considered for credit only if it is gained after~~ the applicant has completed education or work experience or both that are equivalent to the following:

(John Kerr Comment: The strikethrough above is my edit as it seems indirect and obscures intent. This language below is from the old 12 AAC 36.062 and needs to be numbered to match its new home and the references to other regulations needs to be checked. The requirements also need to be checked to ensure that they are in harmony with current regulations. It would be great if it could be reduced to a simpler form.)

On a motion duly made by Catherine Fritz, seconded by Jeff Garness and passed unanimously, it was RESOLVED to send the regulations as amended out for public comment.

27. Strategic Plan Overview

Fritz presented an overview of the Strategic Plan and the Board identified planned 2021 Actions for each Strategy to be accomplished between 3/1/2021 and 2/28/2022. The updated Strategic Plan document with Strategies and Actions is attached.

29. Read Applications into the Record

On a motion duly made by Catherine Fritz, seconded by Loren Lemman and passed unanimously, it was RESOLVED to approve the following list of applicants for registration by comity and by examination with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.

FIRST NAME	LAST NAME	TYPE OF LICENSE	FEB DECISION
ALBERTO	PRIETO	CIVIL	Approved
ALEXANDER	ITSEKSON	CIVIL	Approved
ARIN	WOOSTER	MECHANICAL	Approved
BETHANY	BLACKBURN	CIVIL	Approved
CHRISTOPHER	COLEMAN	CIVIL	Approved
DARREN	NEFF	STRUCTURAL	Approved
DOUGLAS	SCHWARM	CIVIL	Approved
EDWARD	MACKOWIAK	ARCHITECT	Approved
EVA	MELANCON	CIVIL	Approved

GARY	YAMAGUCHI	MECHANICAL	Approved
GORDON	MACDONALD	CIVIL	Approved
JASON	BLASINGAME	MECHANICAL	Approved
JEFFREY	STAPLETON	CIVIL	Approved
JOSHUA	INMAN	ARCHITECT	Approved
LYNN	MERRILL	MECHANICAL	Approved
MICHELLE	YOKOTA	CIVIL	Approved
NANCY	LOKOCZ	ARCHITECT	Approved
RONALD	JOHNSON	ARCHITECT	Approved
SCOTT	MACK	MECHANICAL	Approved
SEAN	ELLENSON	MECHANICAL	Approved
SOLVEI	NEIGER	ARCHITECT	Approved
STACEY	LIN	MECHANICAL	Approved
SUNG	CHO	CIVIL	Approved
TIMOTHY	MALONEY	CIVIL	Approved
TRAVIS	BENEDICT	CIVIL	Approved
TYLER	DALLISON	ARCHITECT	Approved
VINCENT	FRATINARDO	CIVIL	Approved

On a motion duly made by Catherine Fritz, seconded by Loren Lemman and passed unanimously, it was RESOLVED to conditionally approve the following list of applicants for registration by comity and by examination with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.

FIRST NAME	LAST NAME	TYPE OF LICENSE	FEB DECISION
ALEX	LEGRISMITH	CIVIL	Conditional
AMMON	GROESBECK	CIVIL	Conditional
ANDRES	OSPINA	CIVIL	Conditional
ANDREW	REPKING	MECHANICAL	Conditional
ANTONIO	LIMON	ELECTRICAL	Conditional
BENJAMIN	STILL	CIVIL	Conditional
BOGDAN	PODGORNIK	CIVIL	Conditional
BRANDON	RUHL	ARCHITECT	Conditional
BRIAN	CHASE	CIVIL	Conditional
CECIL	DYER	CIVIL	Conditional
CORRINE	MARZULLO	CIVIL	Conditional
DANA	POTTER	ARCHITECT	Conditional
DANIEL	HJORTSTORP	CIVIL	Conditional
DAVID	SHAMRELL	MECHANICAL	Conditional
DAVID	SMITH	MECHANICAL	Conditional
DOUGLAS	GELINEAU	CIVIL	Conditional
DOUGLAS	MULLINER	CIVIL	Conditional

DREW	VANDERMEER	CIVIL	Conditional
Matthew DUNCAN	KEITH	MECHANICAL	Conditional
DYLAN	HICKEY	LAND SURVEYOR	Conditional
EDWIN	HIGGINBOTHAM	CIVIL	Conditional
EMILY	MESKER	CIVIL	Conditional
FRANK	JORDANO	CIVIL	Conditional
FRANK	YOUNG	ELECTRICAL	Conditional
JESSICA	GUZAUSKAS	CIVIL	Conditional
JOHN	ANDRZECZAK	MECHANICAL	Conditional
JOSEPH	LUJAN	LAND SURVEYOR	Conditional
JOSHUA	KNUTSON	CIVIL	Conditional
KALIE	RUBALCAVA	CIVIL	Conditional
KANGVAL	JUMPAWONG	STRUCTURAL	Conditional
KRISTOFFER	NYSTROM	CIVIL	Conditional
KYLE	MCDONOUGH	CIVIL	Conditional
MARK	FONDREN II	CIVIL	Conditional
MATTHEW	ISKRA	CIVIL	Conditional
MATTHEW	EPP	CIVIL	Conditional
MATTHEW	CASH	ELECTRICAL	Conditional
MATTHEW	BLAKE	CIVIL	Conditional
MITCH	LOEWEN	MECHANICAL	Conditional
MURPHY	QUINN	LAND SURVEYOR	Conditional
OLIVER	LOFTUS	LAND SURVEYOR	Conditional
OLIVIA	JOBIN	CIVIL	Conditional
PAUL	DUTTON	CIVIL	Conditional
PEYTON	BRIGGS	CIVIL	Conditional
RILEY	BRONGA	CIVIL	Conditional
SHAWN	WOOTEN	MECHANICAL	Conditional
SOPHIA	TIDLER	CIVIL	Conditional
TAYLOR	HANLEY	MECHANICAL	Conditional
TODD	LINDLEY	MECHANICAL	Conditional
WILLIAM	RUTHERFORD	ARCHITECT	Conditional
XINLEI	NA	CIVIL	Conditional

On a motion duly made by Catherine Fritz, seconded by Jeff Koonce and passed unanimously, it was RESOLVED to find the following list of applicants for registration by comity and by examination incomplete with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.

FIRST NAME	LAST NAME	TYPE OF LICENSE	FEB DECISION
Chad	Walsh	Land Surveyor	Incomplete
Gabriel	Thomas	Civil	Incomplete

30. 2021 Board Meeting Dates

Board meetings for 2021 will be held on May 19-20, August 25-26, and November 9-10.

31. Adjourn Meeting

The AELS February 2021 board meeting adjourned at 5:02 p.m.

Respectfully submitted:

Rebecca Powers, Executive Administrator

Approved:

Elizabeth T. Johnston, PE Chair
Alaska Board of Registration for

Architects, Engineers, and Land Surveyors

Date: _____

OBJECTIVES

1. Ensuring that those entering these professions in this state meet minimum standards of competency, and maintain such standards during their practice; and

2. Enforcing the licensure and competency requirements in a fair and uniform manner.

STRATEGIES

a. Support license mobility by following national standards

b. Prepare university students for licensure

- Encourage licensing preparedness through UAA and UAF Engineering programs.
- Encourage Alaskan architecture and landscape architecture students to become licensed in Alaska

c. Maintain an effective outreach program

- Clarify the path to licensure for each discipline
- Share outreach program with license holders, licensure candidates, legislators, allied professions.

d. Provide Administrative Support

- Collaborate with Department to stabilize staffing and address institutional knowledge loss.
- Collaborate with Department to address meeting locations and outreach program challenges.

a. Protect HSW through effective Regulations

- Analyze and update regulations to simplify and maintain standards of the 3 Es (Education, Experience, Examination).
- Enforce regulations with prompt and thorough investigations.

b. Collaborate with design professionals

- Listen to, and address regulatory concerns.
- Interact with professional organizations on HSW matters.

c. Maintaining Competency through Continuing Education

- Update CE regulations to reflect model law.
- Simplify CE reporting forms and licensee CE record keeping.

d. Provide Administrative Support

- Empower staff to administer simple applications without Board review.
- Modify regulations to accept NCEES application files.
- Increase access to legal support.
- Support special projects to develop knowledge base of Board past actions

OBJECTIVE 1. Ensuring that those entering these professions in this state meet minimum standards of competency, and maintain such standards during their practice; and

STRATEGIES

2021 PLANNED ACTIONS (3.1.2021 – 2.28.2022)

a. Support license mobility by following national standards when updating statutes, regulations, and policies.

1. Review proposed changes for consistency with relevant NCARB, NCEES, and CLARB standards.
2. Respond to the request to ease the licensing burden for military spouses.

b. Prepare university students for licensure by

- encouraging licensing preparedness at UA (and other) engineering and land surveying/geomatics programs.
- encouraging Alaskan architecture students to become licensed in Alaska.
- encouraging Alaskan landscape architecture students to become licensed in Alaska.

1. Send congratulatory letter to UA engineering and land surveying graduates.
2. Attend graduations, honors events, and Order of the Engineer Induction at UAA and UAF
3. Participate in student activities at UAA and UAF.
4. Appoint liaisons to applicable UAA and UAF Boards.
5. Present at 1 (or more) UAA weekly PDH Seminar series.

c. Maintain an effective outreach program

- Clarify the path to licensure for each discipline
- Share outreach program with license holders, licensure candidates, legislators, allied professions.

1. Develop and schedule at least 1 outreach project per discipline, per year, then complete an outreach report on each event.

d. Provide Administrative Support

- Collaborate with Department to stabilize staffing and address institutional knowledge loss.
- Collaborate with Department to address meeting locations and outreach program challenges.

1. Identify administrative tasks that the Board can assist with while a new Executive Director is selected and oriented to the job.
2. Participate in Working Group with Division to review salaries, job descriptions, and similar personnel issues.

OBJECTIVE 2. Enforcing the licensure and competency requirements in a fair and uniform manner.

STRATEGIES

a. Protect public HSW through effective statutes and regulations

- Analyze/update regulations to simplify and maintain standards of the 3 Es.
- Enforce regulations with prompt and thorough investigations



2021 PLANNED ACTIONS (3.1.2021 – 2.28.2022)

1. Complete the regulation update project started in 2019.
2. Draft statute changes identified in 2019 in bill form, and obtain a bill sponsor.
3. Share investigation information with registrants, including patterns of complaints so registrants can be educated.
4. Improve early interventions with investigator cases to increase efficiency.
5. Develop a “lessons learned” summary with investigator and Board to increase consistency and share knowledge.

b. Collaborate with design professionals

- Listen to, and address regulatory concerns.
- Interact with professional organizations on HSW matters.



1. Meet with architectural, engineering, surveying, and landscape architecture societies to listen to comments on legislature’s proposed interior design licensing bill.

c. Maintaining Competency through Continuing Education

- Update CE regulations to reflect model law.
- Simplify CE reporting forms and licensee CE record keeping.



1. Study existing continuing education problems, and draft regulation changes to address.
2. Develop improved CE audit reporting forms and instructions to registrants.

d. Provide Administrative Support

- Empower staff to administer simple applications without Board review.
- Modify regulations to accept NCEES application files.
- Increase access to legal support.
- Support special projects to develop knowledge base of Board past actions



1. Identify statute and regulation changes that are necessary to empower staff to perform some level of application review/approval.
2. Draft regulation change to accept NCEES application files.

These draft minutes were prepared by the staff of the Division of Corporations, Business and Professional Licensing. They have not yet been approved by the Board.

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND
LAND SURVEYORS

MINUTES OF THE MEETING
April 14, 2021

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Registration for Architects, Engineers and Land Surveyors was held on Wednesday, April 14th – Video conference hosted from Conference Room C, 9th Floor, State Office Building, 333 Willoughby Avenue, Juneau, AK.

1. Call to Order/Roll Call

The meeting was called to order at 2:00pm.

Board members present, constituting a quorum:

Jennifer Anderson, PE, Civil Engineer, Environmental Engineer
Bob Bell, PE, Civil Engineer and PS, Land Surveyor
Catherine Fritz, Architect
Jeff Garness, PE, Environmental Engineer
Elizabeth Johnston, PE, Electrical Engineer, Fire Protection Engineer
Loren Leman, PE, Civil Engineer
Edward Leonetti, Landscape Architect
Bruce Magyar, Public Member
Jake Maxwell, PS Land Surveyor
Randall Rozier, Architect
Fred Wallis, PE Mining Engineer

Attending from the Division of Corporations, Business, and Professional Licensing were:

Sara Neal, Licensing Examiner
Sara Chambers, Division Director*

*Attended portions of the meeting

The following members of the public attended portions of the meeting:

Barbara Cash – Founding Member American Society of Interior Designers-Alaska Chapter (FASID)
Joey Bosworth – Staff, Office of Rep. Claman
Paul Baril – AIA Alaska State Government Rep.

2. Review / Approve Agenda

Chair Johnston asked if there were any objections to approving the agenda. Hearing none, the agenda was accepted unanimously.

3. Chair Remarks / Disclosures

Chair Johnston reminded all board members of the open meetings act which requires the board to work under scrutiny of the public who they are here to protect. Outside of official board meetings, if a board member needs to send an email to the whole board, he or she needs to send it to a staff member who will then send it to everyone on the member's behalf. If there is a committee that involves multiple board members, AELS will public notice the meeting in following the Open Meetings Act.

Johnston also reminded the board that the Ethics Act of Alaska requires members of boards and commissions to disclose any matter that is a potential conflict of interest with actions that the member may take when serving on a board or commission, any circumstance that may result in a violation of ethics act and any personal or financial interest in a state grant, contract or lease that is awarded or administered by the members of the board or commission and the receipt of certain gifts. The AELS Board errs on the side of transparency and discloses.

Johnston then disclosed that she contacted AIA, APDC and the Interior Design Professionals to let them know that this board meeting on HB61 was happening. Fritz disclosed that since the board's last meeting in February of 2021 she had participated in APDC meetings regarding their legislative agenda for the year which included discussions with representatives and senators. Fritz has spoken via email with AIA specifically about HB61. She has no personal conflict, nor any financial interests in either APDC or AIA.

Bell disclosed that he had contacted the corps of engineers to discuss licensing of interior designers with regards to their requirements.

Leman disclosed that he had submitted a brief testimony on HB61 to the legislature and had sent Johnston a letter disclosing this information. He has no financial interest in it.

Garness disclosed that he had had a conversation with Barbara Cash.

Maxwell disclosed that he sits on the APDC board and has no financial interest in this.

4. Types of Professional Licenses – Director Sara Chambers

In Alaska, there are several ways to say licensure – permit, registration, license, etc. According to Alaska state law AS 08.01.110 – Centralized Statutes – definition is that “license means a business license or a license, certificate, permit, or registration or similar evidence of authority issued for an occupation by the department or by one of its boards listed in AS 08 01-110 which would include AELS. Within these boards, these terms are used interchangeably. The AELS board is a board of registration, however registrants are licensees because of the context of the AELS statutes.

Leonetti asked what question Chambers was trying to clarify to which Fritz responded since she had suggested the discussion regarding types of professional licenses. Fritz thought that it would be helpful for the board to understand the difference between practice to act in a title act and the various

categories of licensing that happens in Alaska as well as the difference of registration versus certification. Fritz wanted to hear of all the opportunities that the state has to offer that would address the interior designers concerns and that it does not just have to hone in on the AELS board. She wanted to hear if there are other avenues for the interior designers to achieve the desire of some kind of recognition.

Chambers offered to speak to the issue of practice act versus title protection act. Practice protection means that the practice of the profession, i.e. the activity of engineering, the activity of architecture, the activity of commercial interior design, would be protected. No one could practice those things without being granted permission from this board. The AELS board has a practice Protection Act. A Title Protection Act, which could also be included with a Practice Protection Act or could also be separate just protects the use of a title. For example, the professional counselors' statutes state that someone cannot use the title professional counselor unless they are licensed by the Board of professional counselors. However, their statutes do not restrict the practice of counseling to a licensee. Many state licensing programs have an element of both; that people need to get a license, or be registered, or certified, or permitted in order to call themselves X or to do whatever an x does in the state, as defined in statute and regulation.

As the state considers helping commercial interior designers, one possibility to consider, Chambers suggested is the idea of an exemption to practice their profession. Rather than to have to grant an affirmative permit or an affirmative license or registration, an exemption is given. With an exemption, no affirmative action would be needed, no forms, no view, and no fees. For example, commercial interior designers who hold an NCIDQ certification would be able to practice possibly things that are currently restricted to architects and engineers if they are within the scope of education of the interior design professionals. That would address the practical issue of interior design professionals wanting to practice the things that they have been trained to do. However, that does not address the elevation of the profession through licensure and the benefits that offers when trying to gain reciprocity in another state. That added value though does not fit into the current administration which would grant licensure for public protection. An exemption would make sure that people are practicing safely without having the burden of the licensing scheme.

Johnston thanked Chambers for speaking to this matter. Chambers left the meeting

5. Discussion on Board's position on HB61

Johnston drew everyone's attention to the document that had been sent to the AELS board that included all prior board minutes where HB61 was discussed, position statements from APDC and AIA and the actual HB61 bill. Johnston pointed out that Joey Bosworth, who is a staff person from Representative Claman's office, is attending telephonically and could answer any questions the AELS board might have regarding the bill. Johnston asked if anyone had any initial questions before the Legislative Liaison Committee shared.

Leonetti questioned whether AELS would advise the legislation or take a position statement on legislation. He asked if AELS is being asked to take a position. Johnston replied that the AELS board will make a statement on a bill that affects AELS with regards to how it would affect the AELS licensees and whether it would help AELS fulfill its mission statement. Since AELS has been invited to speak to this bill, Johnston thought it important to see what points the AELS board can agree upon

with regards to HB61 and to delegate a member of the board to speak at hearings having to do with HB61.

Fritz pointed out that there is nothing in the board's by-laws that would prohibit them from taking a position on a bill. If the board wanted to, it could vote on whether or not it supports a bill. However, what the legislature does with the action AELS makes, is not under AELS' control.

Magyar asked if AELS had a formal membership application and requirements for the interior design professionals that wanted to sit on the board. He also thought a comprehensive survey should be done before making a decision. Research should be done to see which states have memberships for interior designers and which do not and to also find out why states have dropped membership. Magyar also wanted to know what Interior Designers would contribute to the AELS board. He also feels like this is not a good time to be adding another discipline to the board as it is currently without an administrator.

Leman shared that his main concerns were first, adding to the already lengthy board name, second, adding an interior designer initially to the board rather than through a probationary period for a group of 20 people or less as well as the change of the make-up of the board, and third, the costs to the other registrants due to registering a whole new group of people and writing the new regulations.

Johnston summarized Leman's points of concern by saying that, firstly, the proposed name of "Board of Registration for Architects, Engineers, Land Surveyors, Landscape Architects, and Commercial Interior Designers" will be too long of a board name. The second concern has two components about Board composition: the first is changing the "electrical or mechanical seat" to "electrical and mechanical seats" (net gain of one seat) and the second is the initial provision of an interior designer's seat for a rather small number of registrants (gain of an additional seat). Johnston did not summarize the third concern, which was self-explanatory. The desire for board composition would actually be that instead of a commercial interior designer seat the AELS board should be allowed to name one engineer from any branch of engineering. In the future, a commercial interior designer (CID) could be given a seat on the board.

Leman agreed with Johnston and clarified that the commercial interior designer could be given a seat on the board after a probationary period, similar to how landscape architects were handled when they first became registered. Or an interior designer might be selected by a Governor from the category of "other disciplines.". Johnston then asked Leman if he did not support the proposed addition of dedicated seats for electrical and mechanical engineers. He responded by saying he did not have particular concern about that, because of the large number of electrical and mechanical registrants in Alaska, other than the challenge of adding another member to the Board. Additionally, he wondered if that really is necessary to represent those disciplines better on the Board, because he, as a civil engineer, has reviewed primarily electrical and mechanical applications during his first year on the Board (paired with Johnston), and that has worked okay. Leman also voiced his concerns about the conflict between professions given that there is an overlap between architects and CIDs. Johnston replied that the board has dealt with overlap of professions before when it added the discipline of fire protection engineers. If the CIDs become licensed the Board would ensure that their practice is well defined.

Leman proposed that an easier approach might be to go with a title act initially and then morph into a practice act. However, he did say that he has recently learned that the CIDs have invested many years into the effort to get registered in Alaska and acknowledged that CIDs he is familiar with have tremendous skills that contribute to the design profession. Johnston pointed out the AELS board's mission statement which says that it is the board's responsibility to ensure that those entering these practices would meet minimum standards of competency and maintain standards during their practice. If the AELS board is going to license a new profession, it would need to agree in a fair manner that the licensees' examinations, experience and education meet a minimum standard of competency. If the AELS board thinks that there is a public health, safety and welfare reason to regulate the practice of commercial interior design, then the board would want to support CIDs becoming licensed. Johnston then asked Barbara Cash to address the issue of practice act versus title act and what CIDs would not be able to do under a title act that they would be able to do under a practice act.

Cash said that when ASID had compared the title act to a practice act they found that the under a title act there is a lack of ability to regulate the practitioners and the scope of practice. There is little ability to protect public life and safety if the state is not registering and regulating. Registering individual based on their competency and regulating a defined scope of practice is what ASID thinks is the best way for Alaska to protect the public.

Fritz asked Cash why this licensure movement went from requesting a title act to a practice act. Fritz pointed out that there are only two states and Washington D.C. that have practice acts. Based on research Fritz had done she found that there are 18 states who have voluntary certification programs and 20 states with no regulation of interior design. In the 18 states that have voluntary certification programs, they have definitions of interior design that focused on public health, safety and welfare. Fritz asked Cash to explain why ASID thinks that a practice act is the only way to protect public health, safety and welfare.

Cash responded first by saying that the licensure movement had never been for a title act. She clarified that through a petition ASID clarified that it would be a mandatory registration and not a voluntary registration. Cash further explained that ASID thought that a practice act would be the clearest and most succinct and most effective way would be to stay with a registration with a regulated scope of practice. CIDs protect public safety within commercial buildings of public occupancy which fits extremely well within the mission of the AELS board.

Johnston read the scope of practice #24 C-E, as defined in HB 61 which was found in Section 32 of the bill:

“**Sec. 32.** AS 08.48.341 is amended by adding new paragraphs to read:

(24) "commercial interior design" means a professional service or creative work for a building the primary use of which is public occupancy, involving

(A) analysis, research, planning, and design of the interior spaces of a building for the purpose of enhancing and protecting the health, safety, and welfare of the public by preparation of interior drawings, specifications, or other technical submissions and administration of nonstructural interior construction;

(B) design and specification of code-compliant interior finishes, furnishings, fixtures, or equipment;

- (C) design or modification of existing nonstructural interior partitions, doors, suspended ceiling systems, or constructed ceiling elements;
- (D) design or modification of existing internal circulation systems or number and configuration of exits for suite occupant load; or
- (E) review, analysis, and evaluation of building codes, accessibility standards, or guidelines for interior planning, design, and nonbearing construction compliance;

Leman pointed out that the definition creates the opportunity for conflict between professions. He pointed out that civil and structural engineers could do some of what is in the scope of practice and architects could most likely do nearly all of it.

Fritz stated she was concerned that this definition is not consistent with the other definitions in the current AELS statutes and asked that the sponsor please look at how architecture and engineering are defined and try to get a definition that is consistent with current AELS statutes. Fritz pointed out that the work “commercial” is problematic in that in the AELS statutes it does not matter if it is commercial, industrial, or non-commercial, if it needs to be regulated for health, safety and welfare, it needs to be regulated. There are exemptions that take out things that are of minor importance.

Furthermore, Fritz said that by making this a practice act it will require all interior designers to get a license. The people who are practicing interior design who are not licensed will be in violation. She encouraged legislature to look in the public domain to see who is already out there practicing interior design to see how they feel about having to get licensed to run their business should this bill get passed. Fritz also shared that this legislation would require the state of Alaska and municipalities to now have interior designers solicited in requests for proposal for new work or for work for themselves. Fritz wants the AELS board to inform the parties that will be affected by this legislation ensuring they know the ramifications of it.

Fritz encouraged the sponsor to cut back the definition by saying “we do not mean these things. We only mean those things.” Fritz said it is helpful to look at how other states are defining it. Johnston clarified Fritz’ point by saying that Fritz would like to see non health, safety and welfare portions of the definition of the practice be removed, so that they are not required. Fritz confirmed that that was correct. Fritz said that she still has not heard the need for this legislation. What is the current health, safety, welfare or harm or hazard that makes registration of interior designers necessary.

Leonetti pointed out that the meeting is approaching the end time of 3pm to which Johnston said the meeting could continue until 4pm if it did not lose a quorum. Leonetti shared that he had worked adjacent to and directed interior designers and recognizes that there is a difference between architects and interior designers. Leonetti encouraged the AELS board to think about this legislation within its context. The legislation is speaking to commercial interior designers that are working on commercial buildings. Much work done inside offices and homes is not advertised and commercial remodels inside of an office is not under the purview of this legislation. Leonetti did share the concern of the size of the board, but felt it could be worked through. He does support having a mechanical engineer and an electrical engineer independently

of each other on the board. He thinks the definition spelled out in the bill is well defined, but could use improvement. He does not see that there is anything in this legislation that would prohibit architects from continuing to do what they are currently doing. This legislation will capture those people that are out there that should not be doing interior design that are inadvertently doing interior design, and putting the health and welfare of the public at risk.

Garness began by saying that he does not completely know the scope of the profession of interior designers however as he looked at the definition he does not see how the definition differs from architecture. He wants to ensure that the bill is not coming up with a solution to a non-problem. To what extent does the AELS board want to create new regulation and new burdens for people moving into this profession. Garness pointed out that some have been doing the practice of interior design for 35 years and Garness would like to know the carnage they have done that would make this legislation needed.

Rozier would like to see other states' definitions of the scope of practice for interior designers. He agrees with Leonetti in that it is going to capture people doing something that they are not supposed to do which will put a heavier workload on the investigator. Rozier does recommend that AELS request that the definition gets cleaned up. It has redundancies and has too much ambiguity in the definition of what a commercial interior designer is. Rozier also brought up the point of municipality issues where certain municipalities require stamps and some do not require stamps from licensed practitioners. Plans have been approved that were not stamped that did impact the health, safety and welfare. This problem will be a possibility and a probability as this moves forward.

Anderson and Maxell both stated that their comments and concerns have already been voiced. Wallis passed on commenting on HB61.

Johnston said that she believes that anyone who is qualified by virtue of their experience education and examination should be allowed to practice their profession in our state. If the AELS board believes that the practice of interior design includes health safety welfare elements such as in Fritz's example, where the State wants to move around its cubicles. Perhaps an interior designer is appropriate so the state does not block the exiting. Because a person can do something is enough of a reason to allow them to do so. Just because architects are excellent at something does not mean they are the only ones who know how to do something. Health safety and welfare is where the focus of the Board should be. Johnston totally agrees that anything within a scope of practice should be confined to that area and the board should not be regulating things that have no impact to health, safety, and welfare.

Johnston believes the board could adapt to growing from an 11 to a 13 member board. She would like to see a mechanical engineer seat on the board. She agreed that the name of the board proposed in the bill is cumbersome and should the bill be enacted the name would need to be shortened.

Johnston proposed that AELS vote on a delegate to send to the HB 61 meeting on Monday, April 19th, 2021 at 3:15pm. She expressed appreciation to the board members for taking the time to discuss this matter.

Bell said he is concerned about expanding the board to include an interior designer when structural engineers do not have a seat on the board. He pointed out that there are 3000 civil engineers yet there are just two civil seats on the board. He wondered why there would be a seat for an interior designer when there would only be 20 to 30 of them.

In talking about the makeup of the board, Fritz thought that the recommendation in the bill to add a mechanical seat was short sighted. The mechanical and electrical issue have nothing to do with interior design and should not be part of this bill. Fritz agrees with Leman in that if the bill passes interior designers should have an advisory capacity.

Garness asked about the possibility of building a sunset clause in to the bill in the event that the bill passed and two to three years from now it was found to not be working. Johnston replied that the board itself goes through a sunset review and if the interior designers would be part of that should they become licensed. Fritz pointed out that it would be possible to write in a sunset clause if they wanted it on a different timeline than the board's sunset clause.

At 3:15pm, Leonetti left the meeting

Johnston inquired of the board if they wanted to speak share the points it agreed upon regarding HB61 during the 4/19/2021 legislative hearing to which the board responded that it did. However, Fritz pointed out that there had been no motion so there is technically no position of agreement at this time. Fritz suggested that the AELS board express its concerns with a goal of trying to find a workable solution for the interior designers' request as well as address the board's concerns. During the hearing, AELS should state that it is looking into this and then have the Legislative Liaison Committee research other states regulations and report back its findings before the end of session or before the bill passes.

Johnston asked Fritz if it would be true to say the board is neutral on the bill to which Fritz responded with no. Fritz pointed out that everyone had expressed concern about some aspect of the bill which proves that the AELS board believes that the bill needs work.

6. Vote on AELS Board Delegate to Speak in Legislative Hearings

Garness thought Fritz, because she is an architect and knows more about the interior designer profession than anyone else on the board, would be the best choice on the board. Johnston pointed out that there could be a perceived conflict of interest so it might be better if the spokesperson be someone other than an architect. Fritz responded that if she was voted on to be the AELS delegate she would not represent anything from the board in a way that was not appropriate.

Leman made a motion to nominate Johnston as the board delegate to speak at the hearing for HB61 however no one seconded the motion so it was not voted on.

On a Motion duly made by Jeff Garness, seconded by Bob Bell it was RESOLVED to nominate Catherine Fritz to speak on behalf of the AELS Board at the hearing for HB 61 on Monday, 4/19/2021.

The motion was amended to say:

On a Motion duly made by Jeff Garness, seconded by Bob Bell it was RESOLVED to nominate Catherine Fritz and Elizabeth Johnston to speak on behalf of the AELS Board at the hearing for HB 61 on Monday, 4/19/2021

The motion was amended a second time to say the following:

On a Motion duly made by Jeff Garness, seconded by Bob Bell and approved unanimously through a roll call vote it was RESOLVED to nominate Catherine Fritz and Elizabeth Johnston to speak on behalf of the AELS Board at all legislative hearings regarding HB61.

Fritz let Johnston know that a member of the public had their hand up to speak. Johnston invited Paul Baril to speak. Baril introduced himself as the AIA state government representative for Alaska and is speaking on behalf of the 200 architects in Alaska. He informed the board that if the AELS board has any questions regarding the AIA position statement that was included in the board packets that he would be happy to answer those questions. Johnston thanked Baril for his commitment to the profession.

Chair Johnston thanked everyone for their time and expressed appreciation for all those willing to help.

The meeting adjourned at 3:35 p.m.

Respectfully submitted

Sara J Neal, Licensing Examiner

Approved:

Elizabeth Johnston, Chair
Alaska Board of Registration for Architects,
Engineers, and Land Surveyors

Date: _____



MEMORANDUM

DATE: May 3, 2021
 TO: Board of Registration for Architects, Engineers, and Land Surveyors
 THRU: Greg Francois, Chief Investigator *CLP*
 FROM: Jared Famularo, Investigator *JF*
 RE: Investigations Report for the May 19, 2021 Meeting

The following information was compiled as an investigations report to the Board for the period of February 3, 2021, through May 3, 2021; this report includes cases, complaints, and intake matters handled since the last report.

Although generally not included, matters opened by the Paralegal in Juneau, regarding continuing education audits and license action resulting from those matters have been covered in this report.

INVESTIGATIONS REPORT

Open - 16

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
ENGINEER			
2021-000351	Financial Scam	Intake	4/26/2021
2021-000210	Continuing Education	Complaint	3/19/2021
2021-000209	Continuing Education	Complaint	3/19/2021
2021-000098	Continuing Education	Investigation	2/8/2021
2020-000840	Violation of Licensing Reg	Complaint	10/7/2020
2020-000565	Fraud or Misrepresentation	Complaint	6/22/2020
2018-000851	Unprofessional Conduct	Complaint	7/31/2018
2017-000125	Violation of Licensing Reg	Complaint	10/26/2017
ELECTRICAL ENGINEER			
2021-000099	Continuing Education	Investigation	2/9/2021

MECHANICAL ENGINEER

2021-000207	Continuing Education	Complaint	3/19/2021
2020-001081	Continuing Education	Investigation	2/8/2021

LAND SURVEYOR

2020-000540	Violation of Licensing Reg	Complaint	7/22/2020
2020-000445	Fraud or Misrepresentation	Complaint	6/16/2020
2020-000416	Violation of Licensing Reg	Complaint	6/3/2020
2020-000411	Violation of Licensing Reg	Complaint	4/28/2020
2020-000410	Violation of Licensing Reg	Complaint	4/28/2020

Closed - 16

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Date</u>	<u>Closure</u>
ARCHITECT				
2020-000613	Falsified Application	Closed-Investigation	2/23/2021	Application Denied
ENGINEER				
2021-000168	License Application Problem	Closed-Intake	3/8/2021	Review Complete
2021-000105	Unlicensed Practice	Closed-Intake	4/5/2021	Incomplete Complaint
2021-000103	Unlicensed Practice	Closed-Intake	4/5/2021	Incomplete Complaint
2018-000797	Violation of Licensing Reg	Closed-Complaint	4/21/2021	No Action – No Jurisdiction
CIVIL ENGINEER				
2021-000200	License Application Problem	Closed-Intake	4/5/2021	Review Complete
ELECTRICAL ENGINEER				
2021-000321	License Application Problem	Close-Intake	4/26/2021	Review Complete
2020-001089	Continuing Education	Closed-Complaint	3/3/2021	Other - Deceased
MECHANICAL ENGINEER				
2021-000319	License Application Problem	Close-Intake	4/29/2021	Review Complete
2020-001088	Continuing Education	Closed-Investigation	3/24/2021	No Action - No Violation
2020-000208	Continuing Education	Closed-Complaint	4/28/2021	No Action - No Violation
STRUCTURAL ENGINEER				
2021-000053	License Application Problem	Closed-Intake	2/9/2021	Review Complete

LAND SURVEYOR

2021-000052	License Application Problem	Closed-Intake	2/9/2021	Review Complete
2021-000041	Unethical Conduct	Closed-Complaint	4/13/2021	Other - Duplicate Complaint
2021-000006	Violation of Licensing Reg	Closed-Complaint	4/5/2021	No Action - No Violation

SPECIALTY CONTACTOR

2020-001150	Unlicensed Practice (Engineer)	Closed-Complaint	2/23/2021	No Action - No Violation
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PROBATION REPORT

<u>Name</u>	<u>Case #</u>	<u>Probation Start</u>	<u>Probation End</u>
**Floyd Tetpon	2021-000056	11/25/2020	Hold

Released from probation:
None

SPECIAL NOTES:

**Floyd Tetpon: initial Land Surveyor License is "In Process." Probation status of 1 year will be begin when Tetpon's license is granted.

END OF REPORT



PROBATION REPORT

DATE: May 4, 2021

TO: Board of Registration for Architects, Engineers, and Land Surveyors

THRU: Amber Whaley, Senior Investigator Digitally signed by Amber Whaley Date: 2021.05.04 09:02:34 -08'00'

FROM: Michele Hearn, Investigator Digitally signed by Michele Hearn Date: 2021.05.04 09:08:01 -08'00'

SUBJECT: Probation Report for the May 20, 2021 Board Meeting

The following is a complete list of individuals on probation for this Board. There is currently **one (1)** individuals being monitored on probation. **zero (0)** were released from probation since the last report. Individuals **non-compliant** or on **“hold”** with their probation are noted next to **“**”** with explanations listed below

<u>NAME</u>	<u>Case Number</u>	<u>Probation Start</u>	<u>Probation End</u>
**Floyd Tetpon	2021-000056	11/25/2020	Hold

SPECIAL NOTES:

- **Floyd Tetpon:** Is in the process of obtaining active licensure.

END OF REPORT

Department of Commerce Community, and Economic Development
Corporations, Business and Professional Licensing

Appropriation Name (Ex)	(All)
Sub Unit	(All)
PL Task Code	AEL1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)		Grand Total
	1000 - Personal Services	3000 - Services	
1011 - Regular Compensation	99,675.25		99,675.25
1014 - Overtime	551.01		551.01
1023 - Leave Taken	17,517.64		17,517.64
1028 - Alaska Supplemental Benefit	7,258.38		7,258.38
1029 - Public Employee's Retirement System Defined Benefits	634.86		634.86
1030 - Public Employee's Retirement System Defined Contribution	6,127.36		6,127.36
1034 - Public Employee's Retirement System Defined Cont Health Reim	4,348.81		4,348.81
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	1,467.68		1,467.68
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	13,435.43		13,435.43
1039 - Unemployment Insurance	189.30		189.30
1040 - Group Health Insurance	30,383.03		30,383.03
1041 - Basic Life and Travel	48.90		48.90
1042 - Worker's Compensation Insurance	1,101.29		1,101.29
1047 - Leave Cash In Employer Charge	2,407.43		2,407.43
1048 - Terminal Leave Employer Charge	1,646.38		1,646.38
1053 - Medicare Tax	1,649.81		1,649.81
1069 - SU Business Leave Bank Contributions	4.41		4.41
1077 - ASEA Legal Trust	117.18		117.18
1079 - ASEA Injury Leave Usage	12.82		12.82
1080 - SU Legal Trst	14.45		14.45
1970 - Personal Services Transfer	-		-
3001 - Test Monitor/Proctor		8,500.00	8,500.00
3002 - Memberships		16,675.00	16,675.00
3035 - Long Distance		6.12	6.12
3044 - Courier		128.42	128.42
3045 - Postage		33.95	33.95
3046 - Advertising		142.31	142.31
3088 - Inter-Agency Legal		3,366.28	3,366.28
1016 - Other Premium Pay	87.01		87.01
3085 - Inter-Agency Mail		523.14	523.14
Grand Total	188,678.43	29,375.22	218,053.65

Annual Report

Fiscal Year 2020

**Board of Architects, Engineers, and
Land Surveyors**



**Department of Commerce, Community
and Economic Development**

**Division of Corporations, Business
and Professional Licensing**

This annual performance report is presented in accordance with
Alaska statute AS 08.01.070(10).

Its purpose is to report the accomplishments, activities, and the
past and present needs of the licensing program.

**Board of Architects, Engineers, and Land Surveyors
FY 2020 Annual Report**

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**Board of Architects, Engineers, and Land Surveyors
FY 2020 Annual Report**

Identification of the Board

Board Member	Duty Station	Date Appointed	Term Expires
Jeffrey Koonce, Chair Architect	Anchorage, AK	Mar 01, 2013	Mar 01, 2021
Elizabeth Johnston, Vice Chair Electrical/Mechanical Engineer	Fairbanks, AK	Mar 01, 2017	Mar 01, 2021
John Kerr, Secretary Land Surveyor	Anchorage, AK	Mar 01, 2013	Mar 01, 2021
Jennifer Anderson Civil Engineer	Anchorage, AK	Mar 01, 2018	Mar 01, 2022
Robert (Bob) Bell Land Surveyor	Anchorage, AK	Mar 01, 2020	Mar 01, 2024
Catherine Fritz Architect	Juneau, AK	Mar 01, 2016	Mar 01, 2024
Jeffrey Garness Engineer Other Than Those Listed	Anchorage, AK	Mar 01, 2020	Mar 01, 2024
David Hale Land Surveyor	Anchorage, AK	Mar 01, 2018	Mar 01, 2020

**Board of Architects, Engineers, and Land Surveyors
FY 2020 Annual Report**

Identification of the Board (continued)

Board Member	Duty Station	Date Appointed	Term Expires
Loren Leman Civil Engineer	Anchorage, AK	Mar 01, 2020	Mar 01, 2024
Colin Maynard Civil Engineer	Anchorage, AK	Mar 01, 2012	Mar 01, 2020
Erik Milliken Public Member	Anchorage, AK	Mar 01, 2020	Mar 01, 2022
William Mott Engineer Other Than Those Listed	Anchorage, AK	May 26, 2017	Mar 01, 2020
Luanne Urfer Landscape Architect	Palmer, AK	Jul 01, 2013	Mar 01, 2021
Fred Wallis Mining Engineer	Healy, AK	Mar 01, 2016	Mar 01, 2024

**Board of Architects, Engineers, and Land Surveyors
FY 2020 Annual Report**

Identification of Staff

Rebecca Powers – Executive Administrator

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-1676

Sara Neal – Licensing Examiner

Department of Commerce, Community & Economic Development
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Ryan Gill - Investigator

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Jun Maiquis – Regulation Specialist II

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(907) 465-2537

Marilyn Zimmerman – Paralegal II

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Board of Architects, Engineers, and Land Surveyors FY 2020 Annual Report

Narrative Statement

In FY20, the Board of Registration for Architects, Engineers, and Land Surveyors (AELS) held three in person, two-day meetings, one special teleconference, and one video-conferenced meeting to approve applications, provide new board member orientation, review public comments on proposed changes to regulations, review applications for registration, and deliberate and respond to requests for clarification.

All meetings and application deadlines were public noticed as required. Meeting agendas, minutes, and public versions of board packets were made available on the AELS website.

FY20 Highlights

- A strategic plan was developed and adopted by the Board.
- AELS Statutes and Regulations were reviewed and comprehensive recommendations for changes were sent to the Regulation Specialist for drafting. Stats and Regs Projects.
- Board discussed the merits of SB157, Temporary Professional Licensing, and made recommendations for modifications that were forwarded to the bill sponsor.

Board Membership

The board is comprised of 11 members, including two civil engineers, two land surveyors, one mining engineer, one electrical or mechanical engineer, one engineer from another branch of the profession of engineering, two architects, one landscape architect, and one public member.

Currently, the majority of engineers serving on the board maintain professional registrations in multiple disciplines and represent 8 of the 15 branches of engineering regulated by the board.

Investigations

In FY20, 77 cases were opened, 10 of which are still open. The majority of cases continue to be related to unlicensed practice or activity, or a violation of licensing regulations.

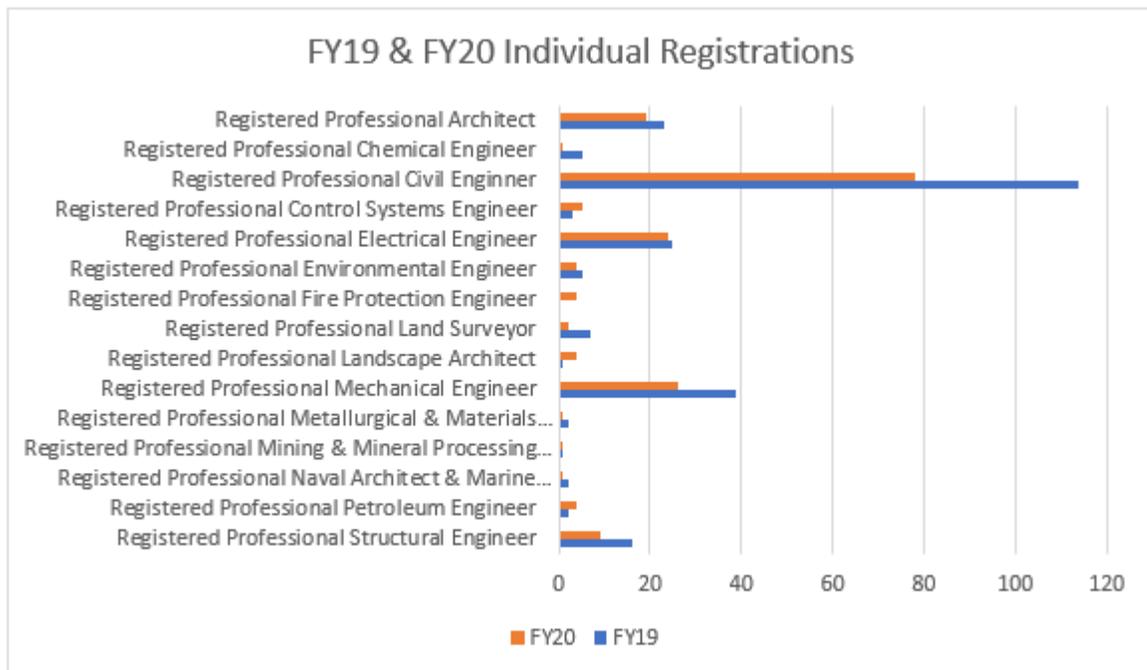
Registration

As of June 2, 2020, 183 registrations were issued in FY20. The following chart provides a breakdown of registrations by field of practice and branch of engineering for both FY19 and FY20.

In addition to individual registrations, 40 firms, including 17 Corporations and 23 Limited Liability Companies, were issued Certificates of Authorization in FY20.

CONTINUED ON FOLLOWING PAGE

FY 2020 Narrative Statement (continued)



Legislation & Regulation Updates

Updates to 12 AAC 36.135 - .185 Corporate Authorizations, and Registrant in Offices, 12 AAC 36.170, .510 Fees and Continuing Education Requirements, and 12 AAC 02.110 Licensing Fees for Professions Regulated by the State Board of Registration for Architects, Engineers, and Land Surveyors went into effect in October 31, 2019. The purpose of the updates were to:

- Allow the individual or individuals in responsible charge of a discipline to grant other employees, who are registered within the discipline, the authority to seal drawings on behalf of the corporation, limited liability company, or limited liability partnership;
- Establish fees for late renewal penalty and continuing education extension period; and

National Memberships

As a multi-disciplinary board, AELS is a member of three national nonprofit organizations, each of which is dedicated to protecting the public's health, safety, and welfare through establishing and promoting uniform laws, licensing standards, and professional ethics for the four professions regulated by the board. These organizations also prepare, administer, and score national examinations that are used to assess a candidate's ability to protect the public's health, safety, and welfare with respect to architecture, engineering, surveying, and landscape architecture.

The AELS board is a member of the following national organizations:

- Council for Landscape Architectural Registration Boards (CLARB)
- National Council for Architectural Registration Boards (NCARB)
- National Council for Examiners for Engineering and Surveying (NCEES)

Membership of each council is comprised of licensing boards across the United States, including U.S. territories.

CONTINUED ON FOLLOWING PAGE

FY 2020 Narrative Statement (continued)

As a member of these organizations, the AELS board actively participates in discussions that result in changes to examination requirements, national licensure standards, as well as model laws and rules for architects, engineers, land surveyors, and landscape architects. Membership in these organizations gives the State access to nationally accepted, psychometrically assessed, professional examinations, thereby saving the State hundreds of thousands, if not millions, of dollars in expenses that would be required to create an independent set of exams.

To encourage member participation, NCEES pays meeting registration, travel, and lodging expenses for three delegates from each member board and each member board administrator (MBA) to attend both the regional and annual meetings. NCEES also covers travel expenses for each member board chair and MBA to attend the Board President's Assembly, held biennially. Similarly, NCARB pays meeting registration, travel, and lodging expenses for two delegates from each board, one public member, and the member board executive (MBE). Travel expenses for one board member to attend the CLARB Annual Meeting has historically been covered by the State of Alaska.

During FY 2020, various members of the board and the Executive Administrator attended the following meetings to discuss legislation, deregulation trends, evolving technology and its effect on regulatory boards, national standards for education and experience, examination content, law enforcement, and identify potential areas for streamlining application processes to increase licensure mobility between jurisdictions:

- NCEES Annual Meeting, August 2019
- CLARB Annual Meeting, September 2019/NCARB Regional Summit, March 2020
- NCEES Western/Southern Zone Virtual Interim Meeting, June 2020
- NCARB Virtual Annual Meeting, June 2020

Through their role on the AELS board, the following members and staff also serve on committees for these national councils and other institutions:

- Former Board Member Colin Maynard serves on NCEES' Advisory Committee on Council Activities.
- AELS Vice Chair Jeff Koonce currently serves on the NCARB Continuing Education Committee.
- AELS Secretary Elizabeth Johnston and board member Fred Wallis continue to serve on the University of Alaska Fairbanks, College of Engineering's Advisory Council.
- Former Board Member Colin Maynard acted as liaison with the Alaska Professional Design Council.
- Board member Catherine Fritz was elected to the Western Council of Architectural Registration Boards (WCARB) Executive Committee; her term will begin FY2020. She also led the WCARB Strategic Plan Committee and served on NCARB's Architectural Accreditation Committee.
- In FY2021, AELS Executive Administrator Rebecca Powers will serve on NCARB's Member Board Executives Committee.

FY 2020 Narrative Statement (continued)

In-State Travel for Board Meetings & Outreach

In May 2019, the board held its first video-conference meeting in an effort to reduce travel costs and identify potential ways to streamline the application review process. *However conducting the meeting in this format revealed several inefficiencies:*

Technology – The rooms are not properly configured to handle large boards meeting in multiple locations. Those attending remotely had to look at the back of presenters' heads. The lack of multiple screens meant the board frequently had to switch back and forth between screen sharing and viewing fellow board members. One board member attended telephonically and was unable to fully engage with the rest of the board and/or effectively signal to the Chair and/or staff when she wished to comment on a topic.

Resources – Hosting meetings via videoconference requires additional staff resources to ensure multiple locations are equipped with the appropriate videoconferencing equipment, documentation, signage, etc.

Application review – The board attempted to review applications outside the board meeting, and while two of the board members liked the flexibility of reviewing applications prior to the meeting, the majority of members noted a significant increase in the amount of time it took to review the applications individually rather than in a group setting. Additionally, reviewing applications in a group format allows members to train one another and mentor newer board members on what to look for during the review process. During the videoconference, board members had to take turns to discuss a particular application and were unable to hold multiple discussions which lengthened the review process. Based upon this experience, the board maintains that in-person review of the applications is most efficient. Additionally, having the AELS Licensing Examiner attend the meeting is beneficial for both board members and staff, providing an opportunity to learn from the discussions and improve preparation of application materials. It is also unclear whether this method violates the intent of the open meetings act, given that the Board was recently told that all application review has to be done in an open meeting rather than executive session.

Engagement – The board continues to make outreach a priority and individual members often give presentations on the purpose of the AELS board and the importance of licensure. The Board also tries to schedule outreach activities in conjunction with board meetings to engage with students, current registrants, and the public. Having the full board at a society luncheon and/or presentation to students can send a powerful message in and of itself. Similarly, a lack of in-person engagement with these groups has the potential to send a negative message and infer the board is not interested in hearing from students, applicants, or registrants about licensure requirements and process, or requirements for maintaining a license.

The board is also reviewing travel times to ensure the board is making the most efficient use of their available time together both prior to and following the meeting to engage in outreach activities and/or committee work. For example, if traveling board members arrive in the afternoon on the day before the meeting, a presentation could be scheduled or a committee may choose to meet during that time.

In addition, the premise of videoconferencing is to save State resources. However, the Board is completely funded by program receipts and, through conscientious fiscal management by the Board and Division, currently has a surplus of over \$800,000. Spending \$4,500 to \$9,500/meeting to facilitate the Board's functioning will not threaten that surplus.

As a result of the identified inefficiencies with conducting board meetings via videoconference, the board requests all four quarterly meetings in FY2021 be held in-person. Each meeting is considered to be of equal importance and are therefore listed in chronological order.

**Board of Architects, Engineers, and Land Surveyors
Fiscal Year 2020 Annual Report**

Budget Recommendations for FY 2021

The Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

Board Meeting Date	Location	# Board	# Staff
August 2020	Anchorage, AK	11	2
<input checked="" type="checkbox"/> Airfare:			\$1,400.00
<input checked="" type="checkbox"/> Hotel:			\$1,400.00
<input checked="" type="checkbox"/> Ground:			\$500.00
<input checked="" type="checkbox"/> Other:			\$1,006.00
Total Estimated Cost:			\$4,306.00

Board Meeting Date	Location	# Board	# Staff
November 2020	Anchorage, AK	11	2
<input checked="" type="checkbox"/> Airfare:			\$1,400.00
<input checked="" type="checkbox"/> Hotel:			\$1,400.00
<input checked="" type="checkbox"/> Ground:			\$500.00
<input checked="" type="checkbox"/> Other:			\$1,006.00
Total Estimated Cost:			\$4,306.00

Board Meeting Date	Location	# Board	# Staff
February 2021	Anchorage, AK	11	2
<input checked="" type="checkbox"/> Airfare:			\$1,400.00
<input checked="" type="checkbox"/> Hotel:			\$1,400.00
<input checked="" type="checkbox"/> Ground:			\$500.00
<input checked="" type="checkbox"/> Other:			\$1,006.00
Total Estimated Cost:			\$4,306.00

Budget Recommendations for FY 2021 (continued)

Board Meeting Date	Location	# Board	# Staff
May 2021	Anchorage, AK	11	2
<input checked="" type="checkbox"/> Airfare:			\$1,400.00
<input checked="" type="checkbox"/> Hotel:			\$1,400.00
<input checked="" type="checkbox"/> Ground:			\$500.00
<input checked="" type="checkbox"/> Other:			\$1,006.00
Total Estimated Cost:			\$4,306.00

Travel Required to Perform Examinations			
<input type="checkbox"/> Not applicable			
Date	Location	# Board	# Staff
April 2021	Fairbanks, AK	1	
Description of meeting and its role in supporting the mission of the Board:			
Every effort is made to utilize board members and staff to proctor the Alaska Land Surveying(AKLS) Exam, however, in the event a proctor is needed in Fairbanks, the board requests one-day travel be included in FY20 for a board member or staff to proctor the exam.			
<input checked="" type="checkbox"/> Airfare:			\$250.00
<input type="checkbox"/> Hotel:			\$0.00
<input checked="" type="checkbox"/> Ground:			\$40.00
<input type="checkbox"/> Conference:			\$0.00
<input checked="" type="checkbox"/> Other:			\$45.00
Describe "Other" (break out all sections):			
Total Estimated Cost:			\$335.00

Budget Recommendations for FY 2021 (continued)

Out-of-State Meetings and Additional In-State Travel (Rank in order of importance)

#1 Rank in Importance or Not Applicable

Date	Location	# Board	# Staff
June 24-26, 2021	Los Angeles, CA	3	1

Description of meeting and its role in supporting the mission of the Board:

The purpose of the NCARB Annual Meeting is to discuss and take action on resolutions related to national licensure standards for architects including potential updates to model law; NCARB bylaws; requirements for education, experience, and examination; and alternative pathways to licensure. Participation in this meeting allows the AELS board to play active role in decisions regarding national minimum standards and requirements for architectural licensure for the protection of public health, safety, and welfare.

Additionally, the annual meeting includes workshops to examine ways regulatory boards can proactively address deregulatory environments, identify trends in technology that may impact regulation, how to educate policy makers, and training sessions on how to better utilize NCARB tools and resources.

This meeting is ranked #1 because architects are the second largest profession regulated by the AELS board and represent nine percent of all AELS registrants. The board considers representation at annual meetings for each of the national councils to which the board belongs as critical.

FUNDING:

NCARB offers funding for up to four delegates from each member board. Airfare, hotel and conference fees for the MBE are 3rd party direct booked. For the two funded delegates and public member, airfare and hotel are third-party reimbursed, and conference fees are third-party direct booked.

- **Two funded delegates**
 - There is no restriction on the discipline/ profession of the board member, attendees determined by board
- **One public/consumer member**
- **One member board executive**

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$2,664.00	\$880.00	\$3,544.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$1,200.00	\$400.00	\$1,600.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$2,660.00	\$2,660.00
<input checked="" type="checkbox"/> Other	\$0.00	\$1,280.00	\$0.00	\$1,280.00
Describe "Other" (break out all sections):				
Net Total:	\$0.00	\$5,144.00	\$3,940.00	\$9,084.00

Budget Recommendations for FY 2021 (continued)

Out-of-State Meetings and Additional In-State Travel

#2 Rank in Importance

Date	Location	# Board	# Staff
May 2021	TBD	3	1

Description of meeting and its role in supporting the mission of the Board:

The purpose of the NCEES Western Zone meeting is to discuss and put forth resolutions related to NCEES' Model Laws and Rules, examination policies and procedures, and/or education requirements for licensure, that will be voted on during the annual meeting. Zone meetings are structured so there are specific break-out sessions for engineers, surveyors, member board administrators, and law enforcement, to allow each group to discuss topics of interest. Being able to send three funded delegates and the board administrator allows representatives from the AELS board to actively participate in all of the break out sessions and have a voice in the discussions. Additionally, the AELS board is extremely interested in hearing from the Survey Exam Task Force and discussing progress on the professional survey exam module, which may have a significant effect on the content of Alaska Land Surveying Exam. The Zone meeting is also a time to focus on legislative issues and trends at the regional level, such as Consumer Choice Act, Right to Earn a Living Act, and Military Spouse Portability. This meeting allows attendees to proactively address concerns and share experiences to assist other jurisdictions.

FUNDING:

NCEES offers two types of funding for the Zone Meeting. All airfare, hotel, and conference fees for both types are third-party direct booked.

- **Funded Delegates:** NCEES funds up to three delegates from each member board, to be determined by the board. Historically, two engineers and one land surveyor attend as the funded delegates.
- **Member Board Administrators:** NCEES membership offers separate funding for board administrators to attend the Zone meeting for continuity and the different perspective staff offers on issues.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$2,050.00	\$2,050.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$2,000.00	\$2,000.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$2,400.00	\$2,400.00
<input checked="" type="checkbox"/> Other	\$0.00	\$800.00	\$0.00	\$800.00
Describe "Other" (break out all sections):				
NCEES provides a \$200 stipend to each funded attendee for travel meals and ground transportation.				
Net Total:	\$0.00	\$800.00	\$6,450.00	\$7,250.00

Budget Recommendations for FY 2021 (continued)

Out-of-State Meetings and Additional In-State Travel

#3 Rank in Importance

Date	Location	# Board	# Staff
March 2021	TBD	3	1

Description of meeting and its role in supporting the mission of the Board:

The NCARB Regional Summit allows members to focus on key issues related to architectural licensure at the regional level including deregulation trends, legislation, evolving technology and its effect on regulatory boards, national standards for education and experience, and examination content. Meetings are structured to include training sessions, regional breakout sessions, and plenary sessions. In conjunction with the Regional Summit, the Member Board Executive (MBE) Committee hosts a one-day workshop for all MBEs the day before the Summit. The workshop is specifically designed for MBEs and includes training sessions by NCARB staff on license verification tools, mutual recognition agreements, certification alternatives, disciplinary database, and other relevant topics.

FUNDING:

NCARB offers funding for up to four delegates from each member board as follows:

- **Two funded delegates**
 - There is no restriction on the discipline/ profession, attendees determined by board
- **One public/consumer member/one member board executive**
 - airfare, hotel and conference 3rd party direct booked)

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$2,700.00	\$850.00	\$3,550.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$2,000.00	\$800.00	\$2,800.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$1,800.00	\$1,800.00
<input checked="" type="checkbox"/> Other	\$0.00	\$800.00	\$0.00	\$800.00
Describe "Other" (break out all sections):		NCARB will reimburse up to \$80/day for travel meals and ground transportation. Expense report required.		
Net Total:	\$0.00	\$5,500.00	\$3,450.00	\$8,950.00

Budget Recommendations for FY 2021 (continued)

Out-of-State Meetings and Additional In-State Travel

#4 Rank in Importance

Date	Location	# Board	# Staff
TBD	Multiple		1

Description of meeting and its role in supporting the mission of the Board:

Investigative sweeps are critical to ensure public health, safety, and welfare.

Expenditures noted below represent the combined total for the following investigative sweeps:

- **Fairbanks** – 3 days in the field, travel on day 1 and 3
- **Juneau** – 3 days in the field, travel on day 1 and 3
- **Kenai Peninsula** – 3 days in the field, travel on day 1
- **Seward** – 2 days in the field, same day travel

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$600.00	\$0.00	\$0.00	\$600.00
<input checked="" type="checkbox"/> Hotel:	\$1,000.00	\$0.00	\$0.00	\$1,500.00
<input checked="" type="checkbox"/> Ground:	\$860.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$540.00	\$0.00	\$0.00	\$540.00
Describe "Other" (break out all sections):	ME&I			
Net Total:	\$3,000.00	\$0.00	\$0.00	\$2,750.00

Budget Recommendations for FY 2021 (continued)

Out-of-State Meetings and Additional In-State Travel

#5 Rank in Importance

Date	Location	# Board	# Staff
TBD	TBD	0	1

Description of meeting and its role in supporting the mission of the Board:

Members of the Member Board Executives Committee consider issues of concern to the licensing boards and Member Board Executives, develop the agenda for the Spring MBE Workshop, and serve as a focus group for the Board of Directors and Council Staff.

FY21 Charges for the Committee include:

- Assess the continued effectiveness of the current Member Board Executives Workshop; design the agenda for the Member Board Executives Workshop, that that Member Board Executives have a forum to collaborate, share best practices, and receive training and updates on programs and services.
- Collaborate with the Member Board Staff Workgroup on the annual Quality Assurance Audit, so that Member Boards have transparency into the quality and accuracy of records transmitted by the Council.
- Contribute to the development of the best practices catalogue, so that Board Executives have access to shared resources and tools.
- Develop a Member Board Executives mentorship program, so that new board executives are mentored by veteran board executives and are able to transfer valuable institutional knowledge.
- Develop what defines discipline, so that licensing boards have a consistent policy to work from for purposes of what actions are entered into the disciplinary database.
- Work with the PCCCommittee to review what constitutes “administrative violations” (or infractions) versus more significant violations requiring PCC review and potential disciplinary actions.
- Provide feedback to NCARB, as requested, relative to system tools so that the perspective of the Board Executive and licensing boards are considered in program and service development.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$500.00	\$500.00
<input checked="" type="checkbox"/> Ground:	\$0.00	\$50.00	\$0.00	\$50.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$0.00	\$250.00	\$0.00	\$250.00
Describe “Other” (break out all sections):		ME&I		
Net Total:	\$0.00	\$250.00	\$0.00	\$2050.00

Budget Recommendations for FY 2021 (continued)

Non-Travel Budget Requests

- | | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Resources | <input type="checkbox"/> Examinations |
| <input checked="" type="checkbox"/> Membership | <input type="checkbox"/> Training | <input type="checkbox"/> Other |

Product or Service	Provider	Cost Per Event
Membership & Services	Council of Landscape Architect Registration Boards (CLARB)	\$5,650.00

Description of item and its role in supporting the mission of the Board:

The Council of Landscape Architect Registration Boards (CLARB) is a national nonprofit that works to protect the public’s health, safety, and welfare by establishing and promoting professional licensure standards. Members are the licensure boards across the United States, Canada, and Puerto Rico. CLARB prepares, administers, and scores the Landscape Architect Registration Examination (L.A.R.E) which assesses the ability of prospective licensees to protect the public’s health, safety, and welfare. CLARB also manages a professional information system, called the CLARB Council Record, through which landscape architects document and verify their education, experience, examination, and licensure history. The Record helps reduce barriers to mobility by streamlining the initial and reciprocal licensure processes.

Membership dues provide:

- Access to the Landscape Architectural Registration Examination that is used as a national standard to assess candidate’s knowledge and skills regarding the practice of landscape architecture
- Access to records transmittals which staff use to verify an applicant’s education, experience, examination, and licensure in another jurisdiction
- National disciplinary database
- Virtual Regional Meetings
- Training/webinars on a variety of topics including new member orientations, CLARB tools and resources, mid-year review, and developing skills to identify potential issues and make future-focused decisions regarding regulation.

Budget Recommendations for FY 2021 (continued)

Non-Travel Budget Requests

- | | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Resources | <input type="checkbox"/> Examinations |
| <input checked="" type="checkbox"/> Membership | <input type="checkbox"/> Training | <input type="checkbox"/> Other |

Product or Service	Provider	Cost Per Event
Membership & Services	National Council of Architectural Registration Boards/Western Council of Architectural Registration Boards* (NCARB/WCARB)	\$10,500.00

Description of item and its role in supporting the mission of the Board:

The National Council of Architectural Registration Boards (NCARB) is a national nonprofit organization comprised of architectural licensing boards representing fifty-five states and territories. NCARB develops and administers national programs for licensure candidates and architects.

As a member of NCARB, the AELS board has access to:

- Exam development, administration, and scoring services for the Architectural Registration Examination (A.R.E.), a multi-division exam that used as a national standard to assess candidate’s knowledge and skills regarding the practice of architecture
- Tracking of 3,740 hours of experience and verification experience relates to 96 tasks categorized within six core areas of experience
- Access to licensure verification tools, records transmittals, and national disciplinary database.

**Annual membership dues for NCARB are \$6,500. Annual membership dues for WCARB are \$4,000. Regional dues are used to develop and offer education programs at the regional level, leadership training and development to help board members become better regulators and board members, travel costs for the executive committee members, and the WCARB Executive Director’s salary. At the 2019 Regional Meeting, attendees requested the Region 6 Executive Committee review the regional dues to present options to the Region 6 members including potential reduction in dues and ways to add more value to the regional meetings.*

Budget Recommendations for FY 2021 (continued)

Non-Travel Budget Requests

- | | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Resources | <input type="checkbox"/> Examinations |
| <input checked="" type="checkbox"/> Membership | <input type="checkbox"/> Training | <input type="checkbox"/> Other |

Product or Service	Provider	Cost Per Event
Membership & Services	National Council of Examiners for Engineering & Surveying (NCEES)	\$6,500.00

Description of item and its role in supporting the mission of the Board:

The National Council for Examiners for Engineering and Surveying (NCEES) is a national nonprofit, 501(c)(3) that maintains uniform model laws and rules and sets licensing standards that are determined by its member board members. NCEES' members are engineering and surveying licensure boards from all 50 states, the District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Membership dues account for approximately 1.5 percent of the Council's total revenue, or \$435,500.

NCEES provides the following services to its member boards:

- **Examinations** – exam development, administration services, and scoring.
- **Member Services** – Integrated customer management system and records program, used daily by AELS staff in working with applicants to verify education, examination results, and licensure
- **Enforcement Exchange** – national database of disciplinary actions
- **Meetings** – regional (zone) and annual meetings
- **Outreach** – materials and resources to assist boards in outreach efforts and raising awareness of the importance of licensure
- **Publications** - The *Annual Report* provides an overview of NCEES accomplishments and growth over the past fiscal year; *Squared* is the official source for engineering and surveying licensure statistics including number of U.S. licensees, exam volume and pass rates, and services such as the Records Program; *Annual Meeting Minutes and Reference Materials* shows the actions taken at the annual meeting and reference material about NCEES.

NCEES provides continuing professional competency tracking system, international registry, and credentials evaluation services.

- Over 800 professional engineers and surveyors work with NCEES staff and psychometricians to ensure the fundamentals of engineering, fundamentals of surveying, twenty-five discipline specific professional engineering exams, and the professional surveying exam remain reliable, uniform measures of licensure candidates' competency. The cost for the AELS board to replicate those efforts would be extremely

Budget Recommendations for FY 2021 (continued)

Other Items with a Fiscal Impact		Cost Per Event:	\$10,000.00
<input type="checkbox"/> Not Applicable		Number of Events:	2
Product or Service	Provider	Total Cost	
Exam Development & Scoring	Test, Inc.	\$20,000.00	
Description of item and its role in supporting the mission of the Board:			
<p>TEST, Inc. develops and scores the Alaska Land Surveyor Exam (AKLS). Each year, following the exam administration, the AKLS Test Blueprint is reviewed by Subject Matter Experts (SMEs) at the test development/ review workshop. The SMEs will update the test blueprint if there are any changes made in the statutes, rules, or regulations that impact the practice of land surveying within the State of Alaska. The SMEs also compare the AKLS Exam Test Blueprint to the NCEES Fundamentals of Surveying (FS) and Professional Surveying (PS) test specifications to ensure the AKLS exam complements and does not duplicate the content and scope of the FS and/or PS examinations. Due to COVID-19, the exam scheduled in April of FY20 was rescheduled for July FY21.</p>			

Other Items with a Fiscal Impact		Cost Per Event:	\$1,000.00
<input type="checkbox"/> Not Applicable		Number of Events:	1
Product or Service	Provider	Total Cost	
Outreach	AELS Board	\$1,000.00	
Description of item and its role in supporting the mission of the Board:			
<p>One of the board's goals is to continue to develop and expand its outreach efforts. In April 2017, the board approved adding budget item "outreach" with an initial budget of \$1,000 per year to be spent facilitating communication about board activities, rules, laws, etc. Facilitating opportunities where the board can engage with students, applicants, registrants, and the public is a pro-active approach to ensuring understanding of requirements for licensure and compliance which is critical to the board's mission to protect public health, safety, and welfare as well as reduce the number of investigative matters.</p>			

Budget Recommendations for FY 2021 (continued)

Out-of-State Meetings and Additional In-State Travel

Date	Location	# Board	# Staff	
August 2020	Virtual	5	1	
<p>Description of meeting and its role in supporting the mission of the Board:</p> <p>Due to COVID-19, the FY21 NCEES Annual Meeting will be virtual. The board wishes to include this meeting in the travel plan as a placeholder for future NCEES Annual Meetings in which travel will be reinstated</p> <p>The purpose of the NCEES Annual Meeting is to discuss and take action on resolutions that result in updates to model laws, national education standards, and/or content of professional engineering and surveying examinations, all of which may directly affect AELS engineer and land surveyor applicants. Similarly, the Survey Exam Module Task Force is looking at revising the professional surveying exam and developing modules, which may result in extensive changes to the state-specific Alaska Land Surveyor exam. Participation in this meeting allows the AELS board to play an active role in decisions regarding national minimum standards and requirements for engineer and land surveyor licensure for the protection of public health, safety, and welfare.</p> <p>This meeting also includes professional development workshops and training sessions for board administrators and members. Topics for administrators include mobility agreements, ethics, law enforcement, auditing continuing education, and NCEES' E3 system. AELS staff use NCEES' E3 system on a daily basis to complete and access license verifications, approve exam requests, enter and review disciplinary actions, and disseminate state-specific requirements to potential applicants.</p> <p>FUNDING: <i>NCEES offers three types of funding for the Annual Meeting. All airfare, hotel, and conference fees are third-party direct booked.</i></p> <ul style="list-style-type: none"> • Funded Delegates: NCEES funds up to three delegates from each member board, to be determined by the board. • Member Board Administrators: In 2018, NCEES membership voted to offer separate funding for board administrators to attend the meeting for continuity and the different perspective staff offers on issues. • First Time Attendees: The purpose of this funding is to encourage new board members/ staff to familiarize themselves with NCEES programs, and how it relates to their role on a regulatory board. To be eligible for this funding, board members/ administrators must be appointed within the past 24 months. 				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
NCEES provides a \$250 stipend to each funded attendee to cover travel meals and ground transportation to and from airport.				
Net Total:	\$0.00	\$0.00	\$0.00	\$0.00

Budget Recommendations for FY 2021 (continued)

Out-of-State Meetings and Additional In-State Travel

Date	Location	# Board	# Staff
September 2020	Virtual	1	0

Description of meeting and its role in supporting the mission of the Board:

Due to COVID-19, the FY21 CLARB Annual Meeting will be virtual. The board wishes to include this meeting in the travel plan as a placeholder for future CLARB Annual Meetings in which travel will be reinstated.

The purpose of the CLARB Annual Meeting is to discuss and take action on resolutions related to national licensure standards for landscape architects, amendments to bylaws, and analyzing current licensure processes to identify potential areas for streamlining and/or increasing mobility. Participation in this meeting allows the AELS board to play an active role in decisions regarding national minimum standards and requirements for landscape architect licensure for the protection of public health, safety, and welfare.

CLARB offers tiered membership options, some of which cover travel costs to the annual meeting for one or more representatives of the board depending upon the selected option. Based upon a review of travel costs for the past two CLARB Annual Meetings, AELS selected the basic option which does NOT include any coverage of travel costs.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
Travel meals and any meals not included with meeting registration.				
Net Total:	\$0.00	\$0.00	\$0.00	\$0.00

Budget Recommendations for FY 2021 (continued)

Summary of FY 2021 Fiscal Requests

Board Meetings and Teleconferences:	\$26,966.00
Travel for Exams:	\$335.00
Out-of-State and Additional In-State Travel:	\$28,284.00
Dues, Memberships, Resources, Training:	\$22,650.00
Total Potential Third-Party Offsets:	-\$25,284.00
Other:	\$0.00
Total Requested:	\$52,951.00

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Legislation Recommendations Proposed Legislation for FY 2021

No Recommendations

The Board has no recommendations for proposed legislation at this time.

Recommendations

The Board has the following recommendations for proposed legislation:

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Regulation Recommendations Proposed Legislation for FY 2021

No Recommendations

The Board has no recommendations for proposed regulations at this time.

Recommendations

The Board has the following recommendations for proposed regulations:

The Board would like the comprehensive statute and regulation changes that were drafted in 2019 to be reviewed and discussed by applicable bodies and adopted.

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Goals and Objectives

Part I

FY 2020's goals and objectives, and how they were met:

- Former Executive Administrator Alysia Jones and Board Member Luanne Urfer updated the AELS Guidance Manual.
- The board focused on considering whether occupational licensing requirements are reasonable responses to actual potential harm rather than hypothetical harm; reviewed statutes and regulations to ensure any licensing requirements are necessary and tailored to fulfill legitimate public health, safety, or welfare objectives; and, reviewed the license application process with a goal of substantially reducing the time required to review applications and issue licenses.
- Committee reports and presentations included topics on Continuing Education, Strategic Planning, and Board interactions with the licensed professions.

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Goals and Objectives

Part II

FY 2021's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

Continue to Develop/ Expand Outreach Efforts

During FY 2021, the board will continue to focus on strengthening relationships with professional organizations as well as identifying and developing relationships with other groups. As members of Alaska chapters of these professional societies, board members intend to utilize those established relationships to facilitate presentations and other opportunities for the board to engage with these groups. While board members provide presentations and outreach in their respective locales, on-site presentations at conferences, etc. may be prohibited due to travel restrictions.

In addition to working with professional societies and similar organizations, the board will continue to participate in events that are oriented to the public, such as the Association of General Contractors - Alaska Chapter's Family Safety Day event, to raise general awareness and understanding of the importance of licensure.

Licensure Mobility

AELS staff is conducting a comparison review of Council Records from CLARB, NCARB, and NCEES against AELS application forms to identify areas of overlap as well as variations in vetting processes. Staff will present findings to the AELS Licensure Mobility Committee for consideration. Potential opportunities include shortened application forms for Council Record holders and utilization of more rigorous vetting processes for references, while still maintaining AELS specific requirements. In the event additional application forms are approved by the board, additional staff resources may be required to assist with form development.

Applications

The board will consider a short application form for applicants submitting a Council Record. In addition, the board would like to explore reducing licensure approval time by delegating authority to staff to approve applications that meet certain criteria, such as NCARB certificate holders. Initial applications will be published to the website, which will allow applicants to apply for licensure and pay fees online using the myLicense feature in myAlaska.

AELS Webpage

Staff will create a disaster planning webpage, which will include a link to the Structural Engineers of Alaska documents and information regarding the Safety Assessment Program Training from the Applied Technology Council.

Continuing Education

The board will review Continuing Education Audit Submissions and refine CE audit regulations.

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Sunset Audit Recommendations

Date of Last Legislative Audit: April 27, 2016
Board Sunset Date: June 30, 2025

Audit Recommendation:	Extend the AELS Board’s termination date to June 30, 2025 and consider making the temporary, non-voting Landscape Architect seat a permanent, voting member of the board.
Action Taken:	The 2017 Legislature approved HB48, which extended the termination date of the board to June 30, 2025 and made the Landscape Architect seat a permanent, voting member of the board.
Next Steps:	Evaluate, draft, adopt, and enforce regulation of architects, engineers, land surveyors, and landscape architects to protect the public’s health, safety, and welfare.
Date Completed:	n/a

Instructions for Completing the Annual Report

Purpose: The annual performance report is presented by each board in accordance with AS 08.01.070(10). The purpose is to report the accomplishments, activities, and the past and present needs of the licensing program from the board's perspective.

Timeframe: Annual reports must be approved by each board and submitted to the division no later than June 30 each year. Boards and staff should plan to ensure an adequate amount of time to discuss, edit, and approve.

Personnel: It can be difficult to write a report by committee, so boards may wish to appoint a drafter and set forth a process and timeline for completion. Often, this is the board chair or a long-serving member. Boards may also assign sections to members to help allocate the responsibility.

Guidance:

- Add new pages as necessary to fit the drafter's narrative.
- Remember this is a public document. Do not include information that may be confidential or create a liability for the board or its members.
- Ensure the report is approved by the board itself prior to submitting to staff as final.
- Professional licensing staff may not write the report on behalf of the board. Staff may work with the division's administrative team to fill in staff/board information, budgetary details, and other objective data.
- Boards may ask executive administrators, if they have one, to assist in compilation and articulation of how sunset recommendations and goals and objectives have been met, based on board meeting minutes and other public information.
- The Budget Recommendations section outlines the board's fiscal requests for the upcoming year. These requests will assist the division in anticipating, allocating, and approving additional expenses, when feasible.
 - Include details about anticipated travel, conference registrations, memberships, supplies, equipment, and other supplementary board preferences.
 - Out-of-state travel must be ranked in order of preference.
 - Travel expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS).
 - Be sure to explain any items listed as "other" so they may be tracked appropriately.
 - Videoconferences or virtual events that do not carry additional costs should not be listed.

EXAMINERS REPORT- May 19th and 20th, 2021

THIS REPORT IS FOR January 1st – March 31st, 2021

APPLICATIONS TO BE REVIEWED:

FIELDS OF PRACTICE/DISCIPLINE	COMITY		EXAM		FIELDS OF PRACTICE/DISCIPLINE	COMITY		EXAM	
	2020	2021	2020	2021		2020	2021	2020	2021
AGRICULTURAL	0	0	0	0	METALURGICAL & MATERIALS	0	0	0	0
CHEMICAL	1	0	0	1	MINING & MINERAL	0	0	0	0
CIVIL	17	19	0	4	NAVAL ARCHITECTURE & MARINE	0	0	0	0
CONTROL SYSTEMS	2	0	0	0	NUCLEAR	0	0	0	0
ELECTRICAL	7	9	0	1	PETROLEUM	0	0	0	2
ENVIRONMENTAL	1	0	1	1	STRUCTURAL	2	1	2	0
FIRE PROTECTION	1	0	0	0	ARCHITECT	3	4	1	0
INDUSTRIAL	0	0	0	0	LANDSCAPE ARCHITECT	0	0	0	0
MECHANICAL	4	6	5	6	LAND SURVEYOR	0	1	0	0
TOTAL						38	40	9	15

REGISTRATIONS AND RENEWALS:

REGISTRATIONS	TOTAL	REGISTRATIONS	TOTAL
ARCHITECT	9	CORPORATIONS	9
LANDSCAPE ARCHITECT	2	LIMITED LIABILITY	11
LAND SURVEYOR	1	LIMITED PARTNERSHIP	1
ENGINEERS	46		

RENEWALS/REINSTATEMENTS/RETIRED	FIRM	INDIVIDUAL
RENEWALS RECEIVED BEFORE 12/31/2019	545	5743
RENEWALS RECEIVED ON/AFTER 01/01/2020	128	483
REINSTATEMENTS RECEIVED	N/A	4
RETIRED REGISTRATIONS-1/1/2020	N/A	178

EXAM RESULTS:

EXAM	PASS	FAIL	NO SHOW	EXAM	PASS	FAIL	NO SHOW	EXAM	PASS	FAIL	NO SHOW
FE	39	15	0	PE	9	2		AKLS			
FS	1	3	0	PS	1	1	0	SE	1	4	1

LICENSE VERIFICATIONS:	52
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ADDITIONAL COMMENTS:

- 12 applicants sat for the AKLS in Anchorage and 1 applicant in Juneau. Workshop to grade the exam and formulate questions for next year is being scheduled for May.
- 47 applicants sat for the PE Exam and 1 applicant sat for the SE Lateral Exam on 4/22 – 4/23.